Praveen

Praveen.187470@2freemail.com

**Objective**

 To build a career in Human Resources in which I can utilize my creative skills and abilities to the maximum and contribute my best to the success of the organization.

**Academics**

* Post-graduation in **MBA Human Resources & Marketing** at Karpagam University, Coimbatore, Tamil Nadu, India.
* Under graduation in **Bachelor of Science in Computer science** at N.G.P College of Arts and science, Bharatiyar University Coimbatore, Tamil Nadu, India.
* XII standard at Green Valley matriculation Hr.Sec. School, Kotagiri, The Nilgiris, Tamil Nadu, India.

 **Computer proficiency :** Operating System - Microsoft Windows XP, Vista, 07

 Packages - Microsoft Office, SPSS

**Working Experience**

* Worked **with LEAP Learning Academy** (Experiential / Outbound Learning Academy) as **Manager – (Learning & Development)/HR**, from June 2011 to October 2013.

**Job Description**

 ***Primary Functions***

* **Personality Development Training for Colleges & Corporate.**

## (Out - Bound Training, In – Bound Training, Management games, **Characteristics of a Leader,** Employee Relations, Time Management and Planning, Human Resources Management, Leadership and Supervisory, Customer Service, Team Building, Orientation, Stress management, Induction, Problem analysis and rectification)

* **Communicative English Training.**

 (Vocabulary Building, grammar, conversational skills, reading and writing)

* **Adventure Sports Training.**

(Rappelling, Rock climbing, Trekking, and most of the rope, Para and water sports)

* **Human Resources Functions**

**(Effective Recruitment, Motivate Employees, Pay roll ,Planning in the Organisation, Training and Internships, Improving Organisational Culture, Training the Trainers)**

 ***Additional Functions***

* **Business Development Operations.**

 **(**Meeting High profile people, Presentations to clients ,Closing Business deals, Motivation for Sales, Prospecting & Sales Planning, Meeting Sales Goals)

**Achievements**

* Event coordinator (*NGP FEST 2009***)** at N.G.P College, Bharatiyar University.
* Organized Human Resource games event in SAHANAU’10 at Karpagam University.
* **Vice president of School of Management** **Karpagam University**(2010-11)
* Presented papers on recent hot topics and research works in international, national level competitions.
* Presented Guest Lectures in various colleges in and around Tamil nadu.
* Trained more than 3000 individuals in and around Tamil nadu.
* Completed advance adventure training in National Adventure Academy.
* Pre-RD contingent for consecutive two years (2007-8).

**Research Works**

**INSTITUTION: “**Bharat Sanchar Nigam Limited”, COIMBATORE, One of the leading Government based Tele - service company in India.

**Title:** “A study on customer satisfaction towards B.S.N.L Broadband in Coimbatore city”.

**Institution: “**RELIANCE HUMAN RESOURCE SERVICES” – RELIANCE COMMUNICATION, CHENNAI , One of the leading Group of companies.

 **Title:** “A study on the compensation benefits towards RHRS associates and its competitors (Comparative analysis)”. **(PG)**

**Extra Curricular Activities**

* Won various prizes in school and college sports events.
* Represented in District level for Shuttle Badminton , Cricket, Chess.
* Represented in University level Foot Ball, Soft Ball, kho- kho .
* Represented South zone (National level) for Pre-Republic Day Parade camp in India.
* National Social Service volunteer.
* **Completed advanced course in National adventure academy and Kerala mountaineering association.**
* **Body fitness trainer.**

**Personal Information**

**Gender :**  Male

**Date of Birth & Age :** 03.07.1989 , 24

**Mother tongue :** Malayalam

**Linguistic Proficiency :** Tamil, English, Malayalam,Hindi (Basic), Badaga, Kanada.

**Hobbies :** Sports, Adventure Sports, Social Service.

Previous Salary : INR 50000

Expected Salary : AED 7000