**CURRICULUM VITAE**

**DIMPLE**

[**DIMPLE.197861@2freemail.com**](mailto:DIMPLE.197861@2freemail.com)

**Professional Profile:**

A highly motivated and organized professional is currently looking for a job opportunity. Excellent admin and coordinating skills, thorough knowledge of all Microsoft Office programs, as well as proficiency in communication and extensive experience liaising with clients and also happy to re-train and learn.

**Objective:**

Intend to build a career in leading organization with committed and dedicated people, who help to explore myself fully and realize my potential. To work with the best future prospects available and contribute positively to my personal growth as well as growth of the organization.

**Computer Knowledge:**

MS Word, MS Excel, MS Power Point, MS Outlook, PDF, Fox Pro (Data Base).

**Work experience:**

**Organization:** Inner Universe, U.A.E

**Job Detail:**Admissions/ Administrative Coordinator

**Duration:**30th April 2013 till 14th November 2013.

**Role and Responsibility:**

* Communicate with students, faculty, parents concerning career planning and college entrance.
* Conducting aptitude test for students, evaluating the results and preparing the evaluation report.
* Explaining the applicant regarding his / her aptitude result.
* Responding to admissions inquiries via phone and email.
* Assisting partnership University Representative in education career fair. Interacting and visiting the schools in UAE with them regarding their respective education Institutions.
* Assist students with applications and ensure all applications are complete with all necessary data and supporting documents.
* Sending the applications to respective University and follow-up on their admission applications
* Maintain general knowledge of University activities, programs and requirements
* Gather and record statistical information for counseling purposes .Update internal database.
* secretarial and administrative support for the managers and executives, to include managing the schedule/calendar, booking appointments, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, maintaining petty cash and dealing with administrative problems and inquiries as appropriate.
* Perform related work as required

**Project Handled:**Aptitude test organized in Gems Modern Academy/ Dubai Modern High School

Conducted the test, evaluated the test results, prepared reports and corresponded with the school counselor regarding counseling sessions. Maintained documents related to the project and counseled the students of grade 8, 9, 10, 11 & 12 in school.

**Organization:**Canara Organization for Development and Peace (CODP), Mangalore, India

**Job Detail:**Administrator/Project Coordinator

**Duration:**1st December 2010 till 30th November 2012.

**Role and Responsibility:**

* Assigning the work to the project staff.
* Monitoring of the activities and results.
* Coordinating and ensure timely and qualitative implementation of project activities through the project staff.
* Maintain a detailed project implementation schedule.
* Prepare reports and maintain documents related to the project at office level and submit to the Documentation officer and Programme Manager
* Preparing correspondences related to project and submit to the Programme Manager or Director for future action
* Ensuring action plans are prepared by all staff of the project and are followed as well
* Participating in training as and when organized internally or externally
* Developing team spirit among the project team
* Suggest ideas or innovations for improvement of quality, sustainability and betterment of the project to the Programme Manager or Director
* Coordinating with staff, target group of project and the organization
* Updating information related to government schemes or any other relevant information which may be beneficial for the project achievements
* Appraise the performances of the project staff and report it to the Programme Manager or Director on a regular basis
* Ensure timely submission of bills and vouchers of all project activities to the accounts department and settle all advances.
* Managing telephone calls and correspondence (email, letter and packages) of project.

**Organization:**Statute Point Management Consultants, Mangalore, India

**Job Detail:**HR/ Admin Executive

**Duration:**6th August 2010 till 30th November 2010.

**Role and Responsibility:**

* Identify eligible students, corporate employees for suitable training programmes and organize training programmes in coordination with management
* Meet companies HR/ Management to ensure: Recruitment services/Sourcing / Placement services, Contract labour/ Manpower outsourcing/temporary staffing Statutory Compliance management services, Payroll Management and Performance Appraisal.
* Source, screen, shortlist the candidates and when requirement appears
* Screening calls and conducting telephonic interview.
* Managing calendar and meeting arrangements
* Managing correspondence email, letter and packages) of Mangalore branch.
* Preparing reports
* Maintain finance/ accounting for the Mangalore Branch.

**Service experience:**

**Field Work placement while undergoing Master of Social Work specialization in (Personnel Management & Industrial Relation)**

* Assisting the HR related work in Bharat Sanchar Nigam Limited, Mangalore from December 2009 to March 2010
* Assisting the HR related work in Future Value Retail, Mangalore from July 2009 to October 2009
* Working with Community people in Social Welfare Unit, Mangalore from July 2008 to March 2009

**Field Work placement while undergoing Bachelor of Social Work**

* Working with Community people in Canara Organization for Development and Peace (CODP), Mangalore from July 2007 to March 2008
* Group work and Case work with children and their family at GovernmentPre-school Shaktinagar, Mangalore from July 2006 to March 2007
* Group work and Case work with school children at U.B.M.C School, Mangalore from July 2005 to March 2006

**Academic Credentials**:

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| --- | --- |
| **POST GRADUATION:** | |
| **Degree** | **: Master of Social Work**specialization in (**Personnel** |
| **Management & Industrial Relation**) | |
| **Institute** | **:**St Aloysius College, Mangalore |
| **Year** | **:**2008 - 2010. |
| **Percentage** | **: 72.35%** |
| **GRADUATION:** |  |
| **Degree** | **: Bachelor of Social Work** |
| **Institute** | **:**St Aloysius College, Mangalore |
| **Year** | **:**2005 - 2008. |
| **Percentage** | **: 70.80%** |

**ELEMENTARY EDUCATION:**

Karnataka state board P.U.examination from St. Agnes Pre University College, Mangalore. (Year of passing 2005) **64.66%.**

Karnataka state board S.S.L.C.examination from St. Agnes Girls High School, Mangalore (Year of passing 2003) **69.92%.**

**Training / Internship/ Projects / Certificate Courses:**

* Undergone training on HR/Personnel Mangement at “T V Sundram Iyengar & Sons Limited”, Mangalore for one month
* Conducted the research on the topic “Absenteeism among the Women Employees of Achal Industries Mangalore”
* Undergone summer internship training on HR/Personnel Mangement at “Mangalore Refinery and Petrochemicals Limited” (MRPL) for one month
* Completed certificate course in “Basic Counseling Skills”

**Personal Details**:

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| • | Date of birth | : 29-01-1988 |
| • | Language’s known | : English, Hindi, Kannada |
| • | Marital Status | : Married |
| • | Visa Status | : On Husband Visa |

**Declaration**:

I hereby declare that the information given above is true to the best of my Knowledge.