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**Objective:**

To secure a challenging Position that offers opportunity to utilize my skills & experience, while embracing new methodologies and strategies to remain competitive. I am looking for an opportunity that would help me build up my skills and enjoy my growth. I am confident that I will be able to fulfill my duties in conformity to the requirements of the organization.

**Academic Qualification:**

Masters Degree in **Human Resource** and **Industrial Relation**, **Manipal University, India** (2014)

Bachelor’s Degree in **Science**, **Mangalore University**, **India** (2003)

**Internship: Human Resource Department**

* **GE - Energy Industrial Solutions** at Bangalore in the month of May 2013.During internship period trainee had an exposure to the H.R. department dealing with Initial phase of recruitment, conducting activities for employees, Updating files of employees and undergone lean six sigma training.
* **Tata Power Solar limited** at Bangalore from 17th May 2014 to July 2014.Completed Internship on Job Description, Working Hierarchy and Training Needs Analysis.

**Field Work:** At Manipal Media Network Limited. MNIPAL Group is in the business of Facilitating Secure Transactions and Facilitating Marketing Branding and Communication to key industry. In Manipal Media network Limited, under Human Resource Department was exposed to Recruitment process and Learning Development process and had an experience of assisting in campus recruitment for different colleges from 6th August to 16th April 2014 as part of my Academic curriculum.

**Professional Experience:**

**M/s. Mohtisham Construction Pvt. Ltd**., June, 2004 to July, 2005

Responsibilities were secretary to manag-ing director.

## M/s. Grasslands Developers October, 2006 to December 2011

As Office Administration Executive. Responsibilities were screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations; coordinating activities, such as workshops and meetings, off the job site.

**M/s. Nethutt Technologies** July, 2014 to January 2015

As **H.R. Executive.** The major responsibilities was managing Joining and Separation formalities, Recruitment, Induction Programs, Appointment Letter& Confirmation, Job Portals, Training and Development, Maintaining Personal files of Employees and Employee Relation.

**Professional Skill:**

* Computer skills
* Interpersonal skills
* Leadership skill
* Adaptability

**Strength:**

* To finish the given job with the determination within given time.
* Communication Skills
* Sincere and hardworking
* Self Confidence
* Able to work under busy environment

**Extra Curricular Activities:**

* Active Participant in all college cultural and social activities
* Traveling
* Yoga
* Playing badminton

**Hobbies:** Collecting Cosmetics**,** Collecting coins, Playing Guitar and Reading Novels

**Achievement’s:**

* Represented College in District level Shuttle Badminton Tournament.
* Participated in Singing and Debate Competition at Inter College Competition and won Second Place.
* Participated in National level H.R. conference at Roshni Nilaya, Mangalore and won the ‘**Best Recruiter’** award along with my Team mate.

**Personal Information:**

Date of Birth : 27/01/1983

Marital Status : Married

Nationality : Indian

Passport no : H3027702

Language Known : English

**Reference** :Available upon request