**SREEJA**

[**Sreeja.229012@2freemail.com**](mailto:Sreeja.229012@2freemail.com)

Dear Sir/Madam

This letter is to introduce myself for a position available in your organization. My diversified and indepth professional work experience at following organization has enabled me to present myself as a professional candidate for the suitable position in your organization.

Organizations are listed below:

Being **in SPECIAL DEVELOPMENT LLC** and with unique working exposure, I have been consistently providing professional services at the firm that proves my determination and demonstrates my unyielding commitment to work hard for the accomplishment of my goals. I offer a good blend of professional experience, requisite knowledge and skills to become a vital member of your organization.

Having worked at **MAZOON COMMUNICATION**, I got an opportunity of being involved in managing the

entire finance function and internal controls, supervising team and reporting to senior management.

Moreover, it has enriched me professionally and equipped me with the traits needed to deal with a

variety of situations in an innovative, effective and efficient manner.

I am looking for a career opportunity that is commensurate with my skills and qualification and that can provide me with a competitive working environment coupled with the opportunity for career growth at the organization.

I would welcome an opportunity to discuss further about how I can become a vital part of the core human capital of your organization.

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Seeking a Position in Your Esteemed Organization, Where I can utilize my expertise to analyze the various HR/ADMININISTRATIONAL issues in the company, thereby promoting the efficient functioning of the organization.

**WORK EXPERIENCE 1**

Organization Name : **SPECIAL DEVELOPMENT LL**C

Location : Muscat, Oman

Designation/Position : HR Assistant

Duration : July 2013 to August 2014.

*Special Development LLC is one of the major interior designers and leading fit out contractor in the sultanate of Oman.*

**JOB RESPONSIBILITIES**

SpHumanResources Management

* Developing the HR plans & Policies in Conjunction with the Companies Overall Development Plan.
* Maintain personal files, handle internal and external audits relating to employees and HR procedures.
* Implement and maintain all HR policies.
* Co-coordinating with finance department for processing of payments to Employees.
* Dealing with the final settlement of employees when the leave.
* Inducting new joiners into the organization, preparing joining kits, and processing all joining formalities.
* Formulating various strategies and actions to increase employee engagement and commitment.
* Maintaining Good internal Communication within the company.

. **Business Development**

* Initiating and developing relationships with key decision makers in target organization for business development.
* Analyzing changing business environment with a view to take corrective measures on need basis.
* Conceptualizing & implementing services plans/ policies for the organization, organizing promotional campaigns and ensuring accomplishment of business goals.

**Team Management**

* Conducting meeting for setting up objectives and designing or streamlining processes to ensure smooth functioning of operations.

**WORK EXPERIENCE 2**

Organization Name : **MAZOON COMMUNICATION**

Location : Muscat, Oman

Designation/ Position : HR Assistant

Duration : Jan 2012 to Oct 2012

**HR Assistant**

* Managing bill payment, handling mails & phone calls.
* Responsible for all aspects of the day today running of the filing, copying, report writing& invoicing jobs.
* Preparation of Quotation & LPO.
* Manage Customers & Clients.
* Make daily Work Schedule for the workers, manage document in Proper way & handle all Responsibilities of Work.

**PROJECT DONE**

Under summer internship program in HRD in Bhilai steel Plant

**EDUCATIONAL QUALIFICATION**

* **MBA** in HR & finance from Bhilai Institute of Technology in 2010.
* **MSC** in Electronic From MG University in 2006.
* **BSC** in Electronic From Kerala University in 2004.
* **HSE** From ISC Board 2001.

**IT SKILLS**

* Completed Six Months CEO Course From C-DIT Govt of Kerala.
* Well Versed with the internet Applications & web Techonolgy,windows & Microsoft Office Suite (Word, Excel & PowerPoint)

-6 BEHIND TALAL S/MARKET

***Visa Status: Currently in Dubai on Visit visa***

***Certificate attestation done from UAE Embassy***

DECLARATION:

I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge.

Date:

**Place: DUBAI**