**BINU**

**Binu.230389@2freemail.com** ****

**Career Summary**

* *Accomplished Assistant Manager-HR and Administration, to senior management with good experience in providing exemplary support to senior managers, handle HR and administration duties independently, and manage recruitment, organize major company conferences, with exceptional work ethic, integrity and natural leadership skills*
* *Business Development Executive in a trading and contracting company in Qatar*

**Aimfill International**

 **April 2012 to February 2014**

 **HR and Administration Assistant**

*Aimfill International is a leading Aviation and Marine Training Institute in India with more than 10 centres in south India having more than 500 employees and students.*

**Role:**

* Ensure that job announcements are posted and logged;
* Coordinating on the recruitment process in the organization.
* Working with line managers on the candidate profiles, package, job offer, employment contracts, job description etc.
* Coordinate on the staff joining formalities.
* Conduct induction training for the newly joined employees.
* Analyzing the performance appraisals for internal promotions.
* Coordinate with the HR Manager for the development, documentation & implementation of HR policies & Procedures.
* Prepare and validate monthly Attendance for the payroll.
* Establish and maintain computer records, including recruitment files and tests, general files and other information on sick leave, annual leave, payroll, vacation pay, attendance cards, and hourly time records; maintain confidential employee information and records.
* Prepare & Roll out increment letters to employees.
* Arrange and book air tickets where required.
* Bank account Opening procedures for Salary process
* Meeting with staffs and make sure that their accommodation, food, recreation facilities are in good standards.
* Preparing the appraisal schedules in conjunction with the managers and supervisors.
* Maintaining accurate records for the company vehicles and keep track the renewal dates.
* Maintain an accurate employee telephone list and other necessary databases.
* Prepare Salary certificate and No Objection Certificates.
* Controls the maintenance of the tangible goods in the office.
* Complete the formalities of resignation, termination including the final settlement of dues.
* Issuing warnings, memos.
* Assisting HR Manager

**Notable Highlights:**

* Facilitated Induction and Training Programs for new employees
* Recruited & landed more than 70 staff and workers.
* Appreciated and recognized at several occasions for effectively addressing and closing the resource requirements in a short span of time

**Fabtex International Trading and Contracting Company – Qatar**

**March 2014 to January 2015**

**Business Development Executive**

*A well reputed Trading and Contracting Company doing Manpower supply, Heavy Equipment rental, cleaning and pest control services*

**Role:**

* Study and master the identity market and business requirements for the years to come.
* Prospect for potential new clients and turn this into increased business.
* Initiate sales and marketing activities, including phone calls, e-mails, online postings and face-to-face meetings, designed to identify and engage prospective new customers.
* Participate in pricing the solution/service.
* Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion
* Weekly reporting on progress of activity to the head.
* Submitting invoices and ensures prompt payments
* Perform related duties and responsibilities as required.

**Notable Highlights:**

* Conduct business opportunity study and market research through direct marketing and handled all sales activities independently.

**Learning Account:**

* **Master of Business Administration** (MBA in Marketing and Human Resource Management), from Anna University (Tamil Nadu) in 2012 with 77% marks.
* **PG Diploma in Entrepreneurship and Business Management** from Entrepreneurship Development Institute of India.(76% marks)
* **Bachelor of Commerce** from MG University (Kerala) in 2010.

**IT and Other Skills:**

* Value added course certificate in MS Excel
* Expert in MS Power point and MS word
* Certificate in TALLY Financial Accounting Program Software

**Languages Known**

English : Speak, Read, Write

Hindi : Speak, Read, Write

Malayalam : Speak, Read, Write

Tamil : Speak.

**Projects Done:**

**MBA HR Project**

Title : A Study On Employee Motivation In Kitex Limited, Ernakulam

Company : Kitex Limited

Duration : Six weeks

Objective : To study the important factors which are needed to motivate the employees and to provide suggestions for effective utilization of human resources

**MBA Marketing Project**

Title : A study on Customer Satisfaction with special reference to PSN Yamaha, Cochin

Company : PSN Agencies Private Ltd.

Duration : Two months

Objective : To identify the factors influencing customer satisfaction for Yamaha bikes. To understand after sales service of the products and recommend suggestions to improve customer satisfaction.

**B.Com Project**

Title : A Study On Entrepreneurial Development And Small Scale Industries

Duration : 3 months

Objective : To study the nature of Entrepreneurship in India and Kerala and to prepare a project report of a small scale Industry

**Achievements:**

* Won third place in Business plan presentation
* Facilitated training and induction for new employees.
* Ad-ZAP Team Leader of “MAVERICK 11” The south Indian management meet conducted by K.S.R School Of Management in December 2011
* NEN (National Entrepreneurship Network) Leader