

MANEESH

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Dubai, UAE.

# Objective

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

# Education

## 2015 – 2016: MBA (HR & MARKETTING) FROM BANGALORE UNIVERSITY, KARNATAKA, INDIA.

## 2011 – 2014: BBm (bachelor of business management) FROM manav bharati university, HIMACHAL PRADESH, INDIA

## 2010 – 2012: PLUS TWO (12TH) cOMMERCE FROM CBSE BOARD, INDIA

## 2009: 10TH FROM CBSE BOARD, INDIA

# Experience

## hr executive ~ koTak mahindra bank, bangalore, india

## (aug- 2016 to nov-2016)

Taking care of Joining formalities of the Employees, Co-ordination with the new joinnies of the internal employee, issuing the Offer Letter and explain the salary details, Employee Relationship, PMS System of the Employee and Processing Employee Mediclaim & Other Employment Registration forms.

# Academic Projects Undertaken

## Company: sree ganesh industries, Kerala, india.

**(INDUSTRY: MANUFACTURING)**

Resource allocation of funds: I was analyzing resources of funds and for that I have to work with the finance department.

**A case study: Linkage between labor welfare measures and employees job satisfaction. (SREE GANESH INDUSTRIES)**

## A study on the impact of social media on social security with reference to Bangalore City

# IT Credentials:

* Proficient in working on MS Office (windows XP, Windows 2007, 2010, etc)
* Two month course in DTP from One Zero Computers

# Skills Set:

* Strong problem solving skill to resolve issue quickly and fairly.
* Excellent presentation skill.
* Ability to deal with people.
* Willingness to learn.
* Good analytical skill.

# Achievements:

* **Participated in "Cancer Awareness Walkathon 2015, Bangalore"**
* **Participated in the student conclave 2016 on the theme "Dissertation Guidelines - Ideation to Execution"**

# Hobbies & Interests:

* **Traveling (long drives).**
* **Music, Movies, Sports Events, etc**
* **Playing Badminton & Volleyball.**

# Personal Details:

**Nationality : Indian**

**Gender : Male**

**Marital Status : Single**

**Visa Status : Visit Visa**

**Languages know : English, Hindi, Malayalam, Tamil, and Kannada.**

# Declaration:

# I hereby declare that the above furnished details are true with proven records.

# Date:

# Dubai, UAE Maneesh