

 Reeba

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| Objective | To attain a challenging position in a stimulating and growth oriented environment enabling me to add value to the organization through a blend of experience and education, and enrich my skills and knowledge. |
| Work Experience | **SustanGrow Business Solutions, Kochi, India Jan 2017-July 2017** **HR Assistant*** Sourcing the resumes through Job portals, references, databases as per Requirement.
* Reviewing resumes and applications.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Recording, maintaining and monitoring attendance of all the employees.
* Engaging with employees on a regular basis to understand the motivation levels of people in the organization.
* Providing administration support to the HR Manager in all HR related matters.
* Communicating and explaining the organization's HR policies to the employees.
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| Education |

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| **MBA** | **HR and Operations** |
| 2015 – 2017  | SRM University, Chennai, Tamilnadu, India |
| **BCA**  |  |
| 2012 – 2015  | St.Berchmans college, Changanacherry, Kerala, India |
| **PLUS TWO**  |  |
| 2010 – 2012  | Christ Central School & Junior College |
| **TENTH** |  |
| 2009 – 2010 | Christ Central School & Junior College |
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| Skills | **Technical** Windows, MS Office- Word, Excel, PowerPoint**Personal** Leadership skill, Interpersonal skill, Communication skill |
| Project | MBAAcademic Project study titled The effect of work place recreation on employee morale and performance at SustanGrow Business Solutions, Ernakulam. |
| Internships | MBA**Project:** To study the effectiveness of training on employeesEVM Group- Volkswagen, Ernakulam, Kochi, Kerala**Project:** A study on importance of Recruitment and selection processKairali Ford, Ernakulam, Kochi, Kerala |
| Personal Details | **D.O.B** :26/05/1994**Age**  :23**Gender** : Female**Marital Status** :Single**Visa Status** :Visit**Nationality** :Indian |
| Additional Information | * Strengths : Adaptable, Dedicated and hardworking
* Languages : English, Malayalam, Tamil, Hindi
* Hobbies:Dancing, Listening music

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