

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. |
| Education | |  |  | | --- | --- | | **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 | |  |  | |
| Skills | **Technical** Windows, MS Office- Word, Excel, PowerPoint  **Personal** Leadership skill, Interpersonal skill, Communication skill |
| Project | MBA  Academic 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 employees  EVM Group- Volkswagen, Ernakulam, Kochi, Kerala  **Project:** A study on importance of Recruitment and selection process  Kairali 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 |