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| **RESUME** |

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**ARUN**

**Email ID**: **arun.382386@2freemail.com**

**CAREER OBJECTIVE**

To obtain professional and technical excellence through sincerity and hard work in professional and caring organization that provides a promising career progression.

**PROFESSIONAL EXPERIENCE**

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| Oct 2016 – April 2018 | **George& Company. Thrissur, Kerala, India** |
| Position | **Hr Assistant** |

**DUTIES & RESPONSIBILITIES** :

* Substantiates applicant’s skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status change –data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipments and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.
* Supports human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information.

**CAREER HIGHLIGHTS**

* Above 1 year & 6 months, experience in Hr
* Work experience in Hr assistant
* Team-work I can complete all my work within given time
* Leadership Quality
* Co-operative mind
* Good team player and team leader

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| **Educational Qualification** |
| **Course** | **Subject** | **Duration** | **Course** | **Country** |
| MBA | Hr&Marketing | 2Years | Post Graduation | India |
| BE | Civil | 4Years | Graduation | India |
| HIGHER SECONDARY | SCIENCE | 2Years | Plus Two | India |
| SSLC | State board- | - |  KSB | India |

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| **Personal Information** |

Name : Arun Date of Birth : 17/07/1992

Nationality : Indian Marital Status : Single

Sex : Male

**I, Arun certify that the above mentioned details are true.**