**DHINU  Human Resource Executive**

**United Arab Emirates Email:** [**dhinu-393558@2freemail.com**](mailto:dhinu-393558@2freemail.com)

**Nationality: Indian**

**CAREER OBJECTIVE**

Seeking challenging career to get a position of responsibility, using my skills, efficiency and experience to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

**EDUCATIONAL HISTORY**

**Master of Business Administartion**

* Human Resource(main) and Marketing
* DCSMAT College Vagamon
* Mahatma Gandhi University, Kerala, India

**Bachelors Degree of Commerce**

* Computer Application(Main)
* C A S, Thrissur,
* Calicut University, Kerala, India

**CAREER HISTORY**

**Human Resource Executive, 2016 – 2019**

**Southern Region of Kerala (Calicut, Malappuram, Thrissur)**

* Identify staff vacancies and recruit, interview and selection of staff.
* Posting job ads and organizing resumes and Job applications
* Preparing new employee files
* Direct personnel and Training
* Orienting new employees to the organization (Sim card, Email Address, Uniform, Name plate)
* Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work related problems to maintain a positive environment.
* Statutory works
* Payroll Updation
* Overseeing the completion of benefit documentation and compensation.
* Report preparation
* Performance Analysis of Employees.
* Labor relations activities
* Conducting employee management activities like Birthday celebrations, motivational training sections, Celebrations like Onam, Christmas, Bakrid, New year.
* Customer Service to Employees.

**Admin- Executive, 2013 April to 2013 September**

**Thrissur, Kerala**

* Billing of Purchases
* Inventory Analysis
* Record daily deliveries and shipments to reconcile inventory.
* Use of software to monitor demand and document characteristics of inventory
* Evaluate suppliers to achieve cost effective deals and maintain trust relationships

**NOTABLE ACHIEVEMENTS**

* An organization study at McCann Erickson , Chennai, Tamil Nadu
  + The study made in the Client Servicing Department
  + Conducted a Market research to identify the reasons for the decline in demand for the products of a prominent client.
  + Prepared a questionnaire based on various factors and circulated among business class customers.
  + Presented the project report with suggestions before the middle management after conducting appropriate analytical study.
  + Reported updates to Brand Leader on a weekly basis.
* Participated in NSS Activities
* Participated in Scout and Guides

**PROFESSIONAL SKILLS**

* Successfully completed the SAP.
* Application Packages – Intermediate level in MS word, MS Excel and MS Powerpoint.
* Computer and Internet knowledge.
* Good typing speed
* Accounting Packages – Tally 7.2,9

**DECLARATION**

I hereby declare that all the above information is true to the best of my knowledge.

Date:

Place:    (Dhinu)