|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **SHEBA**  |  |
|  |  |  |
|  |  |  |
|  |  | Emai: sheba-395076@2freemail.com  |  |
|  |  |  |  |
| **CAREER** | To be able to utilise the knowledge gained, in a responsible and proper manner resulting in a value add |  |
| **OBJECTIVE** | to the organisation and to reach the apex of my career in the process. |  |
|  |  |  |  |  |
| **EDUCATION** | **Mar Athanasious College for Advanced Studies,Tiruvalla.** |  |  |  |
| M.B.A( HR-OPERATIONS) |  |  |  |
|  |  |  |  |
|  | Results Awaiting |  |  |  |
|  | 2016-2018 |  |  |  |
|  | **Our International Institute,Abu Dhabi,U.A.E** |  |  |  |
|  | Bachelor of Commerce with Computer Application |  |  |  |
|  | 57.75 |  |  |  |
|  | 2015 |  |  |  |
|  | **St.Mary's Public School , CBSE, New Delhi** |  |  |  |
|  | Senior Secondary |  |  |  |
|  | 54.20 |  |  |  |
|  | 2012 |  |  |  |
|  | **St.Mary's Public School , CBSE, New Delhi** |  |  |  |
|  | Higher Secondary |  |  |  |
|  | 7.8 |  |  |  |
|  | 2010 |  |  |  |
|  |  |  |  |  |
| **EXPERIENCE** | **in Ernakulam, Kerala** | *1st March 2018 - 10th January 2019* |  |
|  | Sr.HR Executive |  |  |  |
|  | Management of day to day administration. |  |  |  |
|  | Planning,scheduling and organizing of meetings and appointments |  |
|  | Creating and maintaining of employee information into database. |  |
|  | Maintaining HR records. |  |  |  |
|  | Reviewing resumes and applications |  |  |  |
|  | Conducting recruitment interviews. |  |  |  |
|  | Preparation of Salary Statements. |  |  |  |
|  | Grievance handling. |  |  |  |
|  | Recording, maintaining and monitoring employee activities. |  |  |  |
|  | **In Abu Dhabi, U.A.E** | *December 2014 - March 2015* |  |
|  | Front Oﬃce Operations |  |  |  |
|  | Application assistance,recording of biographic and biometric enrollment, verification and |  |
|  | authentication,recording,processing and management of documents and passports |  |
|  | **Vibes Event Management** | *20 January 2014 - 13 September 2014* |  |
|  | Customer Relation Executive |  |  |  |
|  | Registration assistance and customer relations. |  |  |  |
|  |  |  |  |  |
|  | **Competency Mapping of Employees,ICMS International.** | *8th January- 3rd March,2018.(2 months)* |  |



|  |  |  |
| --- | --- | --- |
| **PROJECTS** | Study and analysis of the competency level of each employees and its influence on the functioning of |  |
|  |  |
|  | the organisations growth and development. |  |
|  |  |  |
| **PERSONAL** | Adaptable, Quick Learner |  |
| **STRENGTHS** |  |
|  |  |
|  |  |  |



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| **PERSONAL** | Date of Birth | : 07 September 1994 |  |
| **PROFILE** | Marital Status | : Married |  |
|  |  |
|  | Nationality | : Indian |  |
|  | Known Languages | : English,Hindi, Malayalam |  |
|  | Hobby | : Drawing,Crafting And Quilling. |  |



**SHEBA**