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|  |  |  |  | **vimi** **CAREER OBJECTIVE**To become associated with a company where I can utilize my skills and knowledge and to further develop these skills in a practical and fast paced environment while enhancing the company's productivity and reputation. |
| cONTACTPHONE: **+971504753686**EMAIL: **vimi-399595@2freemail.com** Visa status : Visit visa**AREA OF INTEREST**Human Resource ManagementClient Relationship ManagementBusiness DevelopmentMarketing & AdvertisingSupply Chain ManagementLogistic management**PERSONAL SKILLS**Communication & Interpersonal skillsPositive Team player and a Self StarterAbility to multi task and meet deadlinesCritical Thinking & Analytical SkillsTime ManagementSound decision making **LANGUAGES**English, Malayalam, Tamil, Hindi**TECHNICAL SKILLS**MS Office PackageSocial Media& browsing **PERSONAL FACTS**DOB: June 25, 1993Marital Status: SingleNationality: IndianHobbies: Travelling, Reading, Craft |  |  |  | experince**Currently working as HR EXECUTIVE in KERALA*** Designing hiring plan for Company of seasonal needs
* Maintain training attendance records
* Maintain confidentiality and security of employee records, files and information.

**3 Months Experience as COORDINATOR at Astora international LLC MUSCAT OMAN*** Assisting in the recruitment and interview process
* Rearrange the working schedule of employees
* Mail Corresponding
* Manage employee database and document

**1 Year experience as HR & ADMINTRATOR at Kart plus Ecom LLP KERALA*** Customer relationship
* Organizing, arranging, and coordinating meetings
* Mail Corresponding
* Maintaining a clean and enjoyable working environment
* Handling external and internal communication
* Upload files to the Social network’s sites such as Amazon, Myntra, Flipkart, Indiamart

EDUCATION**MBA (HUMAN RESOURCE AND OPERATIONS)**HAPPY VALLEY BUSINESS SCHOOL, CoimbatoreANNA University, 2017-201969%**BA** **FUNCTIONAL ENGLISH**Sreekrishna College Guruvayoor, Thrissur, KeralaCALICUT University, 2014-201770%**PROJECT 2018 to 2019**MBA OperationsTopic: A Study on The Performance Analysis of a Logistic Firm GLOBEWAYS LOGISTICS Pvt.ltd, Cochin**SUMMER INTERNSHIP**MBA Human ResourcesTopic: An Organizational Study at HOTEL POORAM INTERNATIONAL Thrissur, Kerala**PROJECT 2017 Feb****B A FUNCTIONAL ENGLISH**Topic: Translation Studies of a book called “KALPANDHAM” by M.T VASUDEVAN NAIR**ACHIEVEMENTS & AWARDS*** Certificate for best coordinator of CSR Activity [College level]
* Certificate for 1st price in western Music [college level]

**ACTIVITIES*** Attended Industrial Visit Malaysia for 6 days as Part of Management Study.
* Appreciation for Volunteering “Dzone 2K16”National level intercollegiate fest conducted by Sreekrishna college Guruvayoor
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