

PROFESSIONAL SUMMARY

A business management professional with an aspired vision to be a part of dynamic team that will utilize management knowledge and skills, thereby prove my passion for work. Always willing to excel through innovation, inspire a team and lead them towards business development and contributing to the success of the organization

EXPERIENCE

Hawraa Steel – HR Generalist

Abu Dhabi, UAE

03/2017-07/2018

- Assist HR Manager in day-to-day operations
- Maintain human resource records by recording new hires, transfers, terminations, changes in job classifications, tracking vacation and sick leaves
- Planning and coordinating HR presentations and training sessions
- Responding to applicants regarding job openings and scheduling interviews
- Assist in managing on-boarding - preparing offer letters, employment documentation and induction programs
- Administer and assist in developing the HR processes and procedures - performance reviews, payroll, annual leaves
- Assist in managing and administering all visa, ID Cards and insurance related procedures of employees.

Holiday Inn Cochin – Team Leader Receivables

Cochin, India

10/2015-02/2017

- Provide financial, clerical and administrative services to ensure efficient, timely and accurate payment of the key Corporate accounts
- Prepare and transfer invoices and charge revenue
- Develop a recovery system and initiate collection efforts by communicating with customers and assist with month end closing works
- Maintain excellent relationship with the clients for future and repetitive business
- Generate daily Revenue report and review credit reports to ensure compliances
- Manage day to day activities of the department and optimize the team performance

CORE ATTRIBUTES

- Leadership
- Resource management
- Data analysis
- Problem-solving
- Communication skills
- A Strong & Credible Knowledge of HR system
- Pro-Activeness
- Risk Management
- Personal Integrity/ High Ethical standards
- Teamwork at all levels
- Negotiating / Influencing skills
- Employee Relations experience

EDUCATION

2015

SCMS, Mahatma Gandhi University

Cochin, Kerala

MBA-HR AND MARKETING

2013

ASSUMPTION COLLEGE, Mahatma Gandhi University

Changanaserry, Kerala

BACHELORS- Communicative English Literature and Journalism

2010

International Indian School

Dammam, Saudi Arabia

CBSC Board



ACDEMIC PROJECTS AND INTERNSHIPS

Hindalco Industries Limited, Kerala, India

- Organizational study to gain knowledge about functional and managerial aspects of the organization

Leighton Middle East Contracting Co., Habtoor Leighton Group, Riyadh, Saudi Arabia.

- A study on the level of job satisfaction among employees within the organization.

Reporter, Kairali Channel (Regional Channel), Cochin, Kerala

- Collected data from a various source to assimilate news stories
- Wrote features, articles and editorials
- Assisted in final layout of the news reports

Spoken English Tutor at St.Annes Girls Public School, Changanaserry, Kerala

- Developed English language curriculum and trained students emphasizing on vocabulary and pronunciation skills
 - Modified assignments and conducted classroom activities based on differential learning needs thereby enhance personal skills among the students
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TECHNICAL AND LANGUAGE SKILLS

- MS Office
 - Property Management System-Opera 5.0.03.03
 - Languages
 - English: Expert
 - Malayalam: Expert
 - Tamil: Beginner
 - Hindi: Beginner
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