

Curriculum Vitae

Sweetie Christie

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Personal Profile:

A smart and presentable individual, with a friendly and confident attitude. Good communication skills and an excellent manner. The ability to work as a team member and own initiative. Able to adjust myself in any environment, ability to prioritise, punctual and reliable, motivated nature

Educational Qualification:

MBA with Foundation Programme from Irish International University, U.K in 2007

Msc with Computer Science from Leeds University, U.K in 2005

Diploma in Computer Science from London Academy of Management science, U.K in 2004

Bsc with Physics form Gujarat University, India in 2001

Computer Skills:

Microsoft Office 2000/XP/2003/2007

Internet

Microsoft Word, Excel

SAP Universal

Skills Summary:

Good Communication Skills

team Orientation

Customer Service

Knowledge of SAP

Excellent Computer Operating Skills

Positive attitude

Experience Summary:

Name: Gaurav Primary school Ltd.

Designation: Teacher

Duration: June 2001 to July 2003

Responsibilities:

prepare lessons, making them as interesting as possible, prepare homework, assignments and assessment, mark homework and pieces of assessment, identify the needs of individual students in their classes, and work to help each child develop his or her own potential, prepare resources for the classroom, conduct parent teacher interviews, Treat students with respect, and teach them to treat others with respect

Name: Best way Cash & Carry, London

Designation: Receptionist, HR & Payroll

Duration: Dec 2003 to Nov 2005

Responsibilities:

Meeting & greeting customers, Answering and directing incoming calls, Booking of board rooms and meeting rooms, Ensure Reception is attended at all times and maintained professionally, Managing the couriers account, Maintaining cheque register for all incoming cheques, Managing the stationary account, Photocopies and Faxing, Data Entry for customers, announcement, making a card for all staff, Open an account for new customers, making special offers, Filling a goods, Operating till, RD and RDPR for customers cheque, Make a salary for staff. Etc

Name: Iceland Food Stores, London

Designation: Customer Service

Duration: Nov 2005 to April 2008

Responsibilities:

Greet the customers, operate a till, solve the customer's problem, Fill the stock Make a label; Fix the Price, Arrange stock take

Name: Ramky Infrastructure Ltd., India

Designation: Front Office Executive/Jr.Officer-HR

Duration: May 2008 to Dec 2010

Responsibilities:

Attending Incoming & Outgoing calls and maintaining records for them, Responding the telephonic call and carry out the conversations politely and timely manner, Greeting and assisting visitors and Guests, To sort out incoming mails at enquiry inbox and distribute to the concerned Department / Executive and responding them in case of customer enquiries, Maintenance of Attendance Register and keeping a track on Outdoor Duties of the Executives / Staff, Maintaining Courier Register, Receiving and sending faxes whenever required and confirm the receipt and delivery of the same, To perform other administrative work like supervision on Housekeeping and other administration purchases viz. stationery items, flowers or bouquets etc. Maintain attendance for a staff, maintain a late coming & early going report, salary generate, Maintain travel and tour expenses & record in relevant software for timely.

Name: Montecarlo Construction Ltd., India

Designation: Assistant Officer-HR

Duration: Dec 2010 to June 2012

Responsibilities:

Using SAP Universal Software

Manpower Planning, Recruitment, Staffing, Induction to new joiners, Training, Performance Appraisal, Promotion, Transfer, Demotion, Ensure Statutory Compliances

Create welcome packages, provide orientations for new hires and help them in various initial processes. Arrange the HR paperwork for the New Joiner like Employment Agreement, Payroll Deduction form, Employment Application form, Employment Handbook, preparing appointment letter, salary scales and competency appraisal measures and systems, training and career development, Absence, lateness, accident, medical and disciplinary records with details of formal warnings and suspensions, termination record. Holiday entitlement, scan the documents, check the reference, Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement. Record, maintain and monitor attendance to ensure employee punctuality, Maintain and regularly update master database (personal file, personal database) Maintain Attendance in SAP, Hiring in SAP, Salary Generate, maintain local labour salary in excel, Handling the full and final settlement of the employees, Ensure statutory compliances for PF withdrawal, Conduct exit interviews for employees and record them accordingly.

Name: Balar Buildcon Pvt Ltd.

Designation: Officer-HR

Duration: July2012 to till continue.....

Responsibilities: Same as above