

# **SREE HARI M.L.**

| [sreehari14390@gmail.com](mailto:sreehari14390@gmail.com) | GSM: +91 98471 04088 |

- OBJECTIVE**
- To secure a promising, successful and challenging career in a reputed organization where my knowledge and skill can be effectively applied, enabling me to explore myself fully and realize my full potential.
- EXPERIENCE**
- **HR ASSOCIATE**  
**SUNRISE CONSTRUCTION MACHINERY & CONT. L.L.C.**  
Muscat – Sultanate of Oman.  
**19 October 2015 to 05 March 2017**
- EDUCATION**
- **T.K.M INSTITUTE OF MANAGEMENT, KOLLAM**  
MASTER OF BUSINESS ADMINISTRATION (MBA)  
**University – Mahatma Gandhi University**  
Year of Passing 2014 - Secured 60% of marks.
  - **IAMS ACADEMY, TRIVANDRUM**  
BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
**University – University of Madras**  
Year of Passing 2012 - Secured 60% of marks.
  - **RKD. NSS HIGHER SECONDARY SCHOOL, TRIVANDRUM**  
PLUS TWO & PLUS ONE  
**Kerala State Syllabus**  
Year of Passing 2009 - Secured 60% of marks.
  - **ST. MARY'S HIGHER SECONDARY SCHOOL, TVPM**  
SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)  
**Kerala State Syllabus**  
Year of Passing 2007 - Secured 60% of marks.
- PROJECTS**
- **An Organizational Study at Malabar Cements Limited (MCL), Palakkad, Kerala.**  
**Duration: 1 Month (July 2013 to August 2013)**  
**Description:** The study is concentrates on the functioning of different departments in the organization. The study focuses on the organizational structure of Malabar Cements Limited. It is purely done on the basis of the information obtained from the department heads and other staffs of the organization.

- **A Project on Employee Welfare Practices in Indian Rare Earths Limited (IREL), Chavara, Kollam.**

**Duration: 1 Month (January 2014 to February 2014)**

**Description:** This study enumerates the concept of Labour Welfare Practices in Indian Rare Earths Limited and also analyzes how the welfare activities influence the employees work life.

- **Internship Programme in Future Group.**
- **Internship Programme in Surya T.V.**

**TECHNICAL EXPERTISE**

- **WINDOWS 10/8.1/7/XP/2000 – OS KNOWLEDGE**
- **MS OFFICE – EXCEL, WORD, POWER POINT, PROJECT**
- **MS OUTLOOK 2010/13**
- **COREL DRAW X7/ X8**
- **ART CUT 2009**

**LANGUAGES**

- **ENGLISH – READ, WRITE, SPEAK**
- **MALAYALAM – READ, WRITE, SPEAK**
- **HINDI – READ, SPEAK**
- **ARABIC - SPEAK**

**PERSONAL DETAILS**

- **DOB** - **30.09.1991**
- **MOTHER TOUGUE** - **MALAYALAM**
- **FATHER NAME** - **MANI KANDAN M**
- **MOTHER NAME** - **LATHA KUMARI S**

**SKILLS**

- **1. INTERPERSONAL SKILLS**
- **2. COMMUNICATION SKILLS**
- **3. PLEASING PERSONALITY WITH ALL REGULARS**
- **4. ABILITY TO EASILY ADOPT TO CHANGING WORK ENVIRONMENT**
- **5. ABILITY TO WORK INDEPENDALLY/ TOGETHER IN A TEAM**

#### **DECLARATION**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge.

**DATE : 10.03.2017**  
**PLACE : TRIVANDRUM**

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