

RESUME

CHANDINI L S

Mob: 7899057988

Email ID: chandiniekbal@gmail.com

Carrier Objective:

Seeking a suitable job where I can specialize my qualification for successful growth of the organization however, on providing my capabilities, I would even fully like to progress in the area of responsibility. Looking forward to work in a challenging environment, which allows me to learn, contribute with opportunities for growth.

Work Experience:

Recent Employer: **Blue Bird Groups**

Position: HR & Finance Executive

Duration: **06th Jan 2015 to 24th Jan 2017**

- Recruiting and staffing logistics.
- Employee communication
- Employment and compliance to regulatory concerns and reporting
- Employee orientation, development, and training
- Payroll, Employee docs management
- Policy development
- Compensation and Benefits
- Support in end to end recruitment & on-boarding including job posting, candidates, salary release, offer processing, joining, etc
- Coordinate with business for closure of confirmation appraisals
- Support HR manager in employee engagement initiatives
- Coordinate with central team for closure of activities

Education:

- MBA- Master of Business Administration in HR & Finance affiliated to Bangalore University.

Academic projects:

MBA 3rd sem: ORGANIZATIONAL STUDY at SHYAM HOSPITAL & RESEARCH CENTRE

MBA 4th sem: A STUDY ON PERFORMANCE EVALUATION OF OPEN ENDED EQUITY GROWTH FUND

Computer skills:

- Software Packages: MS – Office 2007 & XP.
- Operating Systems: Windows – 07
- **Proficient in:** MS Word and MS Excel, PowerPoint & TALLY
- Digital Electronics & HTML
- DBMS
- INTERNET
- E- Mail

Strengths:

- Quick understanding and grasping of situations and ability to work under pressure.
- Leadership Quality with good communication skills.
- Strong communications and interpersonal skills.
- Fertile and imaginative mind with excellent communications capabilities.
- Capacity to organize and ability to work in a team.
- Equally effective working in self-managed projects and as a team member.
- Ability to adapt quickly to challenges and changing environment.

Keyskills:

- Effective communication in both verbal and written.
- Capable of meeting the deadlines within the time limits.
- Effective under pressure with accuracy

Personal Details:

Name : Chandini L S
Date of Birth : 15-07-1991
Gender : Female
Marital Status : Unmarried
Father's Name : Sheik Ekbal Ahamed
Mother's Name : Parveen
Nationality : Indian
Religion : Muslim
Address : # 2709, 2nd Main Road, 12th Cross,
Amaravathi Nagar, Bangarpet-563114
Languages Known : English, Hindi, Kannada, Telugu, Tamil & Urdu

Declaration: I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

Place: Bangarpet

CHANDINI L S

Date: