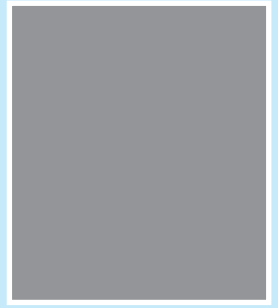


SILPA K.G

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HR EXECUTIVE • SALES EXECUTIVE

OBJECTIVE

To work in a reputed organization where I can employ my skills and talents for the success of the organization.

PROFESSIONAL EXPERIENCE

Sales executive at IDBI Bank, HR Executive at H2O and Hr executive at Popular vehicles and services, Kerala India.

- Selling bank products to retail customers involved in selling of credit cards, bank assurance, current a/c and savings a/c.
- Establishing new business and maintaining accurate records.
- Answering customer queries and solving their issues.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Regularly meet with employees for progress, reviews and assessments discussing any problem or grievances they may have.
- Coordinate and direct work activities for managers and employees.
- Organize ,maintain and update employees HRIS information as needed.
- Manage and supervise other HR staff ensuring they are assigned and carryout proper task.

EDUCATION

- MBA (HR with Marketing) MG University, India – 2012-2014
- Bachelor Of Business Administration (BBA) MG University, India -2009-2012