

# SILPA K.G

Sharjah, UAE

Phone: **+971563170925**

E-mail: **silpakg55@gmail.com**

Availability: **Immediately**



## HR Executive • Sales Executive

### OBJECTIVE

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

### PROFESSIONAL EXPERIENCE

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**HR Executive** at Popular vehicles and services, Kerala, India.

**HR Executive** at H2O Packaged Drinking Water, Kerala, India.

**Sales Executive** at IDBI Bank, India.

### RESPONSIBILITIES HANDLED

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- 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 carry out proper task.

## EDUCATION

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

## ADDITIONAL SKILLS

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- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Office Automation
- Administration
- Tally ERP 9
- Highly Adaptable
- Communication Skill

## INTERPERSONAL SKILLS

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- Positive attitude and team player.
- Meticulous, efficient and through with an eye for detail and persevering in doing a job to perfection and to the satisfaction of the concerned person.
- Time management.
- Accurate and detail oriented.
- Confident, Assertive and pleasing manner Possess strong analytical and problem solving skills with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multitasking.
- Self-motivator and ability to work in a fast-paced work environment.

## Personal Details

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Date of Birth : 12-07-1991  
Gender : Female  
Marital Status : Married  
Languages Known : English (Fluent), Malayalam (Fluent), Hindi (Basic)  
Interests : Reading  
Nationality : Indian  
Passport Number : T5008894  
Visa Status : Visit

Date :  
Place: Sharjah

**SILPA K.G**