**RESUME**

**ROSEMARY NEENA AJ**

**Contact :** KADAVATHUSERY HOUSE

THIRUVAMPADY PO

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**Seeking entry level assignments in Human Resource Management**

**with an organization of high repute**

**PROFESSIONAL SYNOPSIS**

* A budding professional with **3 years** of industrial expossure in handling activities with focus on bottom-line performance as well as optimal utilisation of resources.
* Conversant with the errection of day to day HR related activities in coordination with internal / external departments for smooth business operations.
* Well versed with various standards pertaining to Employee Welfare Statutes / regulations, Appraisal Methods, Payrolls, Compensation, Etc,.
* Abilities identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
* An effective communicator with excellent analytical / logical skills and an ability to relate to people at any level of the business to accomplish set revenue and business targets.

**ORGANISATIONAL EXPOSURE**

**1. Indusind Bank Ltd, Edappally May 2011 to Dec 2011**

**Counter Sales Executive**

**Key Deliverables**

* Promoting two wheeler finance.
* Creating and retaining corporate relations.

**Highlights**

* **New markets developed / Size of channel managed / Product promotion organized:**
* Market area includes: EVM Honda, Vyttila.
* **Awards /appreciation received:**
* Keeps receving appreciation from Branch Head on ability to handle customer relationship with corporates.

**2. Inovative Foods Ltd, Eramalloor Jan 2012 to Aug 2012**

**Tally Operator**

**Key Deliverables**

* Updating accounts related to production units.

**Highlights**

* **Up to date freezing of accounting details:**
* Finance area includes: NMS, Ezhupunna & Zamaron,Ezhupunna (Both are branches of Innovative Foods Ltd).
* **Awards /appreciation received:**
* Keeps receving appreciation from Branch Head on ability to handle accounts.

**3. Indian Coast Guard Ltd, Fortkochi Sep 2012 to Dec 2014**

**Data Entry Operator**

**Key Deliverables**

* Checking incoming and outgoing letters, faxs & e-mails.
* Letter drafting, making powerpoint presentation & updating documentation works.
* Bring up all clerical works related to the section.

**Highlights**

* **Bring Up-to-date finishing of all documentation works:**
* Administration area includes: Works Section & Accomodation section of Indian Coast Guard Ltd, Kochi.
* **Awards /appreciation received:**
* Keeps receving appreciation from section incharge & Department head on ability to handle MS Words, Excel, Power point presentation & documentation works.

**RESEARCH REPORTS**

**BBA (2008– 2011) An Evaluation of the Tsunami Rehabilitation Project in Chellanam Grama Panchayath.**

**&**

**A General Study on “Labour Absenteeism” with Special Reference to the Karappuram Coir Mats & Mattings Co-operative Society Ltd, Cherthala.**

**ACADEMICS**

* **Master of Business Administration (Human Resource Management)** from Bharathiar University, Coimbathore, 2015.
* **Bachelor of Business Administration** from IIMS, Kochi, MG University, Kottayam, 2011.

**IT SKILLS**

* Well versed with Windows, MS Office (Word, Excel, Powerpoint), Tally, Internet.

**PERSONAL DETAILS**

* Address : Arakkal House, South Chellanam PO,

Kochi – 682 008, Kerala.

* Date of Birth : 22 September 1988.