

RESUME



LEEBA C.B.
CHEERAN HOUSE
KANNACHEN THODU ROAD,
AYYAPENKAVU
ERNAKULAM, KERALA.
PIN-682018

Current Location :

Kerala (India)

Email:

leebavinnerp@gmail.com

Mobile : +91 9995941558

Personal Information

Father : Babu Cheeran

Husband Name : Vinner Tharu

Date of birth : 08-03-1989

Sex : Female

Nationality : Indian

Marital Status : Married

Passport no : M8923666

CAREER OBJECTIVE

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

CAREER SUMMARY

Currently working as Off ice Admin/HR Assistant at Luster Interiors LLC. Dubai, overall 4 years of work experience in Human Resource Management.

EDUCATIONAL QUALIFICATION

Post-Graduation

MHRM, Masters in Human Resource Management from Mahatma Gandhi University.

College : De Paul Institute of Science and Technology, Ernakulum, Kerala, India.

Year : 2011-2013.

Graduation

BA. Economics from Mahatma Gandhi University.

College: St. Teresa's college, Ernakulum, Kerala, India.

Year : 2008-2011

WORK EXPERIENCE – 4 years

1. Office Admin/HR Assistant at Luster Interiors LLC at Business bay, Dubai DOJ: 15-02-2017.

Duties and responsibility

- Assists office staff in maintaining files and databases.
- Prepare reports, presentation, memorandums, proposals and correspondence.
- Assigns jobs and duties to office staff as needed.
- Tracking different license expires and renewals.
- Assisting in new visa processing as well as visa renewals and cancelation.
- Monitor office operations.
- Schedules appointments and meetings for executives and upper level staff.
- Serves as the go-to for office inquires and conflicts.
- Manage staff Schedules.
- Tracks office supply inventory and approves supply orders.
- Assists in the preparation of department budgets and expenses.
- Supervises all administrative personnel.

**2. Human Resource Executive at M/s Royal Trading Co. (Utsav),
M.G.Road, Ernakulum with Date of joining 05/08/2013 to 25/01/2016.**

Language Abilities

- English
- Hindi
- Malayalam
- Tamil

Duties and responsibility

- Handled responsibilities like Recruitment, induction, payroll and benefit management.
- Also employee appraisal and termination and exit interview.
- Providing effective Administration support for the managers.
- Resolving salary queries with the payroll department.
- Managing leave procedure and process.
- Escalating issues to the senior managers.
- Attending employee disciplinary and grievance meeting.
- Producing reports and statistical information when required.
- Being involved in interviewing job applicants.

Reference

Mr. Santhosh Kumar
Finance Manager
Luster Interiors LLC.
office suite no: 710
Oxford tower, Business bay
Dubai
Mobile: +971564804806
finance@lusterinteriorsllc.com

Mr. Naushad K.K
General Manager
Utsav Fashion
MG. Road, Ernakulam
Mobile: +91 9567471175
kksnaushad@gmail.com

KEY SKILLS

- **Communication:** Mingled with people of different nationalities and got international experience in employee handling.
- **Teamwork:** Always an active participant in the team to achieve different HR target and business goals.
- **Leadership:** Handle the position of Human Resource Executive with a span of control of ninety employees.
- **Problem Solving:** Handle employee grievances and taken necessary actions during work.
- **IT Skills:** Certified courses in Tally ERP 9, Diploma in financial accounting, Advanced Excel.

DECLARATION

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

Place:

Date:

LEEBA C.B.