



BINUMOLE SHERI JOSEPH

EDUCATION

MBA (Human Resources)

2003

Karunya University

Coimbatore,

Tamil Nadu, India.

L.L.B

1996

JSS Law College

Mysore,

Karnataka, India

B. Sc (Zoology)

Govt. Victoria College

Palakkad

Kerala, India.

PROFESSIONAL PROFILE

A pleasant and driven administrative professional with an over extensive and varied career. Excellent ability to build, develop and maintain quality relations that contribute to an enjoyable and positive working environment

EXPERIENCE

Administration

Adv.Raman Kartha &Co. || Ernakulum || 2016 – Present

- Perform administrative and Management function related to the practice of law.
- Negotiate settlements.
- Prepare and draft legal documents.
- Represent clients in Court or before Government agencies.
- Present evidence for clients in civil litigations.
- Overall management of the office

Management Coordinator

APCO Group of Companies || Calicut || 2013 – 2015

- Administrative assistance to the executive management.
- Coordination with automobiles dealerships.
- Coordinate with all the branch heads.
- Updating the post sales and service follow ups of all the braches to track the customer satisfaction record
- Preparing and maintaining the MIS of all branches.
- Collect and coordinate sales, service reports and internal audits.

SKILLS

- Conflict resolution
- Effective Coordination
- Emotional intelligence
- Adaptability
- Social Skill
- Interpersonal Skill
- Communication Skill

LANGUAGES

English
Hindi
Malayalam

CONTACT



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Palarivattom,
Kochi, India
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HR Coordinator

Al Masaood Bergum || **Dubai- UAE** || 2007 - 2012

- To coordinate the recruitment formalities.
- Contract preparation and verification
- Managing appointment formalities and induction manual.
- To organize and manage administrative related activities.
- To assist the Administrative manager.
- Organizes travel arrangements and itineraries for staff.
- Organizes meetings and facilities.
- Assisting with on-boarding of new employees.
- Handling confidential information.

Branch Manager

Bhas Commodities and Securities (P) Ltd || **Calicut** || 2005 – 2007

- Overall management of the office and employees.
- Monitor and manage the activities of Marketing Executives.
- Build and develop quality relationship with the customers.
- Development of public relations with the potential customer.
- Business development activities.

Asst.HR Manager

Baby Memorial Hospital || **Calicut** || 2004 -2005

- To establish a new department of HR in the Hospital.
- To assist new recruitments.
- To schedule the interviews.
- Maintain and update master database

Asst. Front Office Manager

Baby Memorial Hospital || **Calicut** || 2003 -2004

- Manage the front office and employees.
- Coordinate and arrange weekly schedules and meetings.
- Develop and improve public relations.
- Handling customer grievance and complaints.
- Enquiry handling Experience.
- Ensure excellent service to customers.