

Robin James Abraham

CAREER OBJECTIVE

Seeking a better position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company. Also where I can utilize proven people – oriented skills to develop and promote a positive work environment.

RESUME SUMMARY

- Able to organize dependable and enthusiastic in business administration
- Responsible for all the Employee Recruitment, construction, Project management and maintenance services provided.

EDUCATIONAL QULALIFICATION

- Masters in Business Administration
(Human Resources and Marketing)
From, Acharya Institute of Technology Bangalore (2016-2018), Affiliated to VTU, Bangalore, India.
- Bachelor of Engineering (Civil Engineering)
From, Mar Ephraem College of engineering and technology (2012-2016), affiliated to Anna University Chennai.
- Higher Secondary and Secondary
Syrian Christian Higher Secondary School Ranni (2010-2012) under state syllabus.

COMPUTER SKILLS

- MS Office (Word, PowerPoint, Excel)
- Naukri
- Monster

LANGUAGE KNOWN

- English
- Malayalam
- Hindi



PERSONAL PROFILE

@ robinjames.james5@gmail.com

Call 8111942322

ADDRESS

7C,Barents,
Olive Courtyard,
Kakkanad,
Kochi - 682030

Date of Birth : 08-1-1995

Marital status : Married

Nationality : Indian

From : Kerala

Current Living : kochi

Driving license : yes
(Indian & UAE)

Passport : Yes

HOBBY

Driving
Reading
Swimming

SPECIAL ACHIEVEMENTS

- Paper presentation in Kalasalingam University
- Attend a National Level workshop in Cape Institute of Technology
- Pass in Cambridge English Language Assessment(Business Preliminary)

EXPERIENCE RECORD

- **Landlord General Maintenance**, Abu Dhabi – U.A.E Landlord General Maintenance company established in 2015 in Abu Dhabi – U.A.E.

Designation : HR Recruiter and Administration Officer

Duration : March 2019 to August 2020

RESPONSIBILITIES INCLUDED

- Provide shortlist of qualified candidates to hiring Manager
- Interview candidates (via phone, video and in person)
- Handled end to end Overseas recruitment process
- Background check and verification
- Send job offer letter to the candidates
- Handling new joiner's on boarding
- Maintain employee records (soft & hard copies)
- Updating HR database

•**Copious Consults**, Kochi

Designation : Senior HR Recruiter

Duration : April 2021 to July 2021

- **Indusind Bank Ltd**- Infopark branch, Kochi

Designation : Business Development Manager

Duration : September 2021 - Present

REFERENCE

Joby Kuttiyil

Facility Manager

Landlord General Maintenance,

Abu Dhabi – U.A.E

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DECLARATION

I hereby declare that the above furnished details about me are true and correct to the best of my knowledge and belief.

Place : Kochi

Date:

ROBIN JAMES ABRAHAM