

SHERIL THOMAS



Contact

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8827362547

120 Kanta Shrawan, Jai ram estate,
Ayodhya bypass road, Bhopal, M.P -
462022

Personal Details

Date of Birth : 20/07/1997

Marital Status : Single

Skills

*(Problem Solving, *(Teamwork),*(80%
Time management) *Creativity &
Artist (PosterMaker)*(Recruiting &
Hiring) *(Relationship Building) *
(Maintaining files) *
(Administrative support)
*Application Software - Ms
Office(Word, Excel, PowerPoint)

Languages

English, Hindi, Malayalam

Interests

Traveling, Cooking, Gardening

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION

Chandigarh University	2022
MBA Tourism and Hospitality management	
The Bhopal School of Social Sciences	2019
B.COM	
Ideal H.S. School	2016
12th	
Ideal H. S. School	2014
10th	

EXPERIENCE

Windsor Castle Hotel, Kottayam	01/8/21 -
HR Assistant	11/10/22

ROLES & RESPONSIBILITY

- New Joiners Formalities & Perform orientations, onboarding and update records with new hires
- Handling personal data base of employees.
- Handling attendance of employees.
- Coordinating with the left employees & Preparing letters such as offer, increment, promotion.
- Coordinating staff food festivals and entertainment programs
- Preparing salary through PF, ESI, online registration & filing.
- Conducting Ice Breaker Activities for employees like Pack up your troubles, Guess who, Musical Chairs etc.

TRAINING

- * Internship in Goodwill Structures Pvt. Ltd. on the position of Assistant Accountant in 2019.
- * 45 days of Internship in Zenith Holidays. 14th June 2021 to 30th July 2021.
- * Certification on dynamic of event management from B.S.S.S College.

DECLARATION

I hereby declare that all the information given above is true & correct to the best of my knowledge.