

CONTACT



Sandra Davis

- 📍 Brahmakulam House P. O Nadathra Thrissur
- ☎ +919656601785
- @ sandra.davisbrahmakulam@gmail.com
- in <https://www.linkedin.com/in/sandra-davis-725038215/>

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

01/12/2022 -
30/06/2023

- **HRM**
LaLayanda Group (Finance Company)
Employee and labour relation, Payroll preparation, Onboarding & offboarding of employees, Monthly and weekly attendance reports, office management, Handling phone calls of clients, Permission and Leave letter collection, Telephonic interviews, Maintain employee records, Conduct Disciplinary actions, Risk management, Compensation and benefits etc

20/08/2021 -
20/10/2021

- **HR Intern**
Little Hand Foundation (NGO)
Online Internship for two month, Managing a team of six members, maintaining a database in excel, telephonic interviews, ppt presentations, Risk management etc

EDUCATION

2019

- **Focus Institute of Science and Technology**
Btech (Computer Science & Engg)
Kerala Technological University

2022

- **Naipunnya Business School**
MBA (HR & Marketing)
University of Calicut

SKILLS

- Multitasking
- Time Management
- Communication Skills
- Payroll preparation and attendance updation
- Problem solving & Decision making

ADDITIONAL INFORMATION

MICROSOFT EXCEL: - Certified with Microsoft 365 Apps and office 2019

ENGLISH FOR PROFESSIONAL COMMUNICATION: -Completed an add on course from NAIPUNNYA BUSINESS SCHOOL

ADVANCED JAVA: - Done a certification course from TCSion THRISSUR

OUT BOUND TRAINING: - Participated for the outbound training at LEAP LEARNING ACADEMY COIMBATORE

PERSONAL DETAILS

- Date of Birth : 25/09/1997

- Marital Status : Single
- Religion : Christian

LANGUAGES

- Malayalam
- English
- Hindi

REFERENCE

- Up on Request -

DECLARATION

- I hereby declare that all the information mentioned above is true, the best of my knowledge and belief. I will produce all supporting documents in original on demand at the joining time.

Place:- Dubai
Date:-

Sandra Davis