

BINOY RAJU (HUMAN RESOURCE)

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VISA STATUS : visit visa



CAREER OBJECTIVES

To gain greater insight into the field by way of exposure to real work atmosphere in a well-established organization. Also, to seek a challenging career and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

PROFESSIONAL QUALIFICATION

MBA

HR and FINANCIAL MANAGEMENT
NATIONAL INSTITUTE OF BUSINESS
MANAGEMENT, CHENNAI
(2010-2012)

PROFESSIONAL EXPERIENCE

CASHIER (T.CHOITHRAMS & SONS) DUBAI (JULY 2019 TO FEB 2021)

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Maintain adequate change denominations in the cash drawer and request additional change
- Reconcile cash drawers and sales receipts

RESTURANT MANAGER (PEPINO RESTURANT) INDIA (AUGUST 2018 TO JUNE 2019)

- Training staff to follow restaurant procedures
- Maintaining safety and food quality standards
- Keeping customers happy and handling complaints
- Organizing schedules
- Keeping track of employees' hours
- Ordering food, linens, gloves and other supplies while staying within budget limitations
- Supervising daily shift operations

HR AND MARKETING MANAGER (DESERT FALCON BUILDERS AND DEVELOPERS) INDIA (APRIL 2013 TO JULY 2018)

- Analysis of manpower Requirement.
- Co coordinating in Recruitment & Selection matters

- Taking HR Round Interview & Salary negotiation
- Maintained Database and Personnel File, Prepared offer and appointment letters and annual track list of increments and confirmations of employees

BUSINESS DEVELOPMENT EXECUTIVE (AXIS BANK LTD) INDIA (AUG 2012 TO APRIL 2013)

- Worked with India's leading private bank in India (AXIS BANK)
- Have experience in sales and marketing of different products of bank like account handling marketing various products of bank and also to the customer's
- Highly flexible and adaptable contributor, attempt at meeting deadlines

MARKETING SUPERVISOR

- CAR DETAILERS LLC IN DUBAI(6 MONTHS)

ACADEMIC QUALIFICATIONS

- MBA(HR & FINANCIAL)
 - NIBM University, CHENNAI (2010-2012) (Passed)
- Bsc. Electronics
 - B G V P, Thackalay, Tamilnadu (2006-2009) (Passed)
- S.S.L.C (2004) / Plus two (2006)
 - Kerala board (Passed)

COMPUTER SKILLS

- MS OFFICE (Words, PowerPoint, Excel)
- SAP
- Internet Concepts
- Multimedia & Animation engg
- Interior Designing

LANGUAGES

- **English**(Spoken ,Written, Read)
- **Hindi**(Spoke,Written,Read)
- **Malayalam**(Spoken,Written,Read)
- **Tamil** (Spoken)