



# KARAN BASHIL

## PERSONAL DETAILS

Nationality: INDIA      Gender: Male

Driving license: UAE, INDIA

Date of Birth: 9-4-1997

Language: English, Malayalam, Tamil

## CONTACT INFO

**Phone number:** +971 507285769, WhatsApp: +91 8593912376

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## PROFILE SUMMARY

With a Master's degree in Human Resource Management and a proven track record in fostering diversity, facilitating effective communication, and promoting collaborative teamwork, I am well-prepared to meet the demands of the role outlined in the job description. Drawing from my experience as a Sales Executive, I have developed strong adaptability and interpersonal skills, which are crucial for interfacing with various business units and external stakeholders in an international environment. My commitment to coaching and training ensures that I can seamlessly translate theoretical knowledge into practical solutions. Furthermore, my ability to remain composed under pressure equips me to thrive in dynamic work environments. I am enthusiastic about applying my diverse skill set to contribute meaningfully to your team.

## WORK EXPERIENCE

### Human Resource Intern in Pupilar

#### CV screening, Database management.

- Conducted thorough CV screening and managed databases to streamline candidate selection processes.
- Created Job Descriptions (JDs) and tailored resumes to match client requirements.
- Participated in event coordination and management, ensuring seamless execution.
- Managed databases for the Event community, maintaining accurate and up-to-date information.
- Collaborated with team members to promote events and followed up with candidates for clients.
- Coordinated participation in career fairs organized by management.
- Provided relocation assistance and support to external resources relocating for employment opportunities.
- Assisted in salary negotiation processes and facilitated communication between hiring managers and candidates to ensure mutually beneficial agreements.

### Sales executive in Milan Safes Trading- Sharjah, 02/2022-07/2023

- Conducted extensive market research and implemented sales marketing strategies to drive business growth.
- Proactively contacted clients to understand their needs and address any concerns they may have.
- Ensured accurate data entry of sales transactions to maintain comprehensive records.

- Managed inventory levels and placed orders to replenish stock as needed.
- Negotiated terms with customers and handled customer care responses to ensure satisfaction.
- Worked collaboratively with team members to gather feedback from customers and provided insights to management for continuous improvement.

## **OBJECTIVE**

Looking for a challenging environment to enrich my knowledge and skills and utilize it for the betterment of the organization and improve my administration skill as well as Human management skills.

## **EDUCATION**

1. **MBA** - Masters in Human Resource Management with CIPD accreditation Level 7, Dec 2021-2023 July [UNIVERSITY OF WOLLONGONG DUBAI]

2. Bachelor's degree in BBA, 2016-19 [Calicut university, Christ college Irinjalakuda]

## **CERTIFICATES**

SAP Human Resource (July-2023)

SAP HCM consultant (July 2023)

SAP HCM (Human Capital Management) (July 2023)

Master Accounting, 2019-20 [SPRINT]

## **SKILLS AND EXPERIENCE**

- Administration
- Efficient knowledge in using the MS office, fast typing Skills
- MS Excel
- Sales and marketing
- Web developing and coding
- Interpersonal skill
- Team leadership
- Management
- Time management
- Adaptability
- Excellent customer Communication
- Problem-solving
- Improvising skills
- Conducted research on HR topic in my post-graduation for the anxiety disorders faced by the people in workplace.
- Worked as an Instructor. (2016-2021)

## **VOLUNTEERING AND LEADERSHIP SKILL**

1. Worked as a martial artist instructor for about seven years.
2. Worked as a coach and tournament referee.
3. Have organized tournament while working as an instructor, which helped me in improving my organizing skills and management skills.
4. provide leadership support in sales and marketing for the team members.