

**SARANNYA S****PERSONAL DETAILS**

Nationality : Indian
Gender : Female
Date of Birth : 19-04-1994

VISA STATUS

Residency visa

CONTACT

0564387856



0544293765



saranyasivadasan46@gmail.com



Bur Dubai, Dubai,U.A.E

EXPERTISE

Time Management ★★★★★

Relationship ★★★★★

Problem Solving ★★★★★

Creativity ★★★★★

Leadership ★★★★★

Communication ★★★★★

OBJECTIVE

A Self-motivated and result oriented MBA HR & Finance graduate, looking for an opportunity in the field of human resource, marketing and finance to build my career in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my accounts skills as well as managerial skills in such a way to add more value to the organization and to work with committed, dedicated people in an innovative and competitive world which will help me to explore myself by taking a challenging role.

WORK EXPERIENCE**DAZE GENERAL TRADING LLC,DUBAI,U.A.E**

2023 - 2024

Administrative Assistant

- Responsible for maintaining sales report, analyzing sales data and providing regular update to sales management.
- Loading and accurately tracking, submitting and completing delivery runs locally.
- Processing quote for new and previous customers

CYBERIA SOFTWARES PVT LTD,KERALA,INDIA

2018 - 2020

HR Executive

- Support the hiring manager in the recruitment process and manage new hire process end to end.
- Coordination of applicants, conduction of job interviews and preparation of following steps.
- Update our internal databases with new employee information, including contact details and employment forms.
- Gather payroll data like leaves, working hours and bank accounts.

SKILLS

QBM Software

Microsoft Team

Proficiency in MS Word

Expert in Presentation Tool

Advanced Excel

Tally Prime

LANGUAGES

English

Hindi

Malayalam

Tamil

AREAS OF INTEREST

Human Resource Management

Finance

Marketing

ACHIEVEMENTS

Active participation in national level intercollegiate management fests, organized by Institute Management of Kerala and University Institute of Management

EDUCATION



University of Kerala

2014 - 2016

Master of Business Administration

Specialized in Finance & Human Resource Management.



Mahathma Gandhi University

2011- 2014

Bachelor of Business Administration

This stream is designed to develop knowledge on the functional parkour of business administration.

PROJECT & INTERNSHIP

MAIN PROJECT (MBA)

Study on financial statement analysis at rehabilitation plantation ltd, Kerala

MINOR PROJECT (BBA)

Customer Relationship Management (CRM) in Kerala Minerals and Metals Ltd(KMML).

INTERNSHIP (MBA)

Analysis of employees leave applications, attendance marking of temporary & permanent employees, punch card sorting of management trainees and also follow rules and regulation of central government in the time administration office, at Indian Rare Earths Ltd(IREL).

DECLARATION

I, SARANNYA S declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Sincerely

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