

SUMI MATHEW

Deira,Dubai

Email: sumi.mathew1983@gmail.com

Phone: +971552683436

WORK EXPERIENCE

- **HR Manager, SVK Information Technologies Pvt Ltd** , Dubai, United Arab Emirates(Sep 2018 to Sep 2019)
- **HR Manager, BHARAT INSTITUTION OF ENGINEERING AND TECHNOLOGY** , United Arab Emirates(Sep 2017 to Sep 2018)
- **Executive Secretary cum HR Generalist , LANSEA ELECTROMECHANICAL WORKS LLC** , Dubai, United Arab Emirates(Sep 2013 to Aug 2017)
- **HR Manager, KALPETTA JANAKSHEMA MARUTI CHITS**, Hyderabad, India(Jan 2011 to Jan 2012)
- **HR Manager, M/S MODI BUILDERS**, Hyderabad, India(Nov 2009 to Dec 2010)
- **Executive Administrator, M/S ORACLE (P) LTD** , Hyderabad, India(Aug 2008 to Sep 2009)
- **Logistics/ Admin Executive, DELL INTERNATIONAL**, Hyderabad, India(Jan 2005 to Jul 2008)

EDUCATIONAL BACKGROUND

- **Jaro Education Center** , **M. B. A** , 2014, Human Resources
- **Little Flower Degree College** , **B.Com**, 2005, Commerce

SKILLS

- **foxpro**
- **accounting package**
- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1983-04-19