

JINCY RONY

International City, Dubai

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Career Objective

- To strive for excellence in the field of Human Resource Management with dedication, focus, proactive approach, positive attitude and passion. Utilise my knowledge in the best possible way for the fulfilment of organizational goals.
- To develop career, where there is scope for individuals as well as organizational growth

Skill Summary

- A competent MBA (Human Resources and Marketing) professional offering nearly 5 years of extensive experience
- Excellence in managing centers of franchise chains of repute
- Skills in recruiting and monitoring employees along with negotiating packages for them

Work Experience

Working as receptionist in a construction company (2018- till date)

- Attending the incoming and outgoing calls
- Sending Emails
- Wage calculation of labourers
- Preparation of monthly analysis of wages

Sam Kids International Pre-School: Center Administrator (2017-18)

Sam Kids International is a chain of pre-schools which offers six domains of child development and is growing rapidly since its inception.

- Managed the entire activities of the center including admissions, staff selection, parent's interaction etc
- Planned and successfully executed events associated with the curriculum
- Prepared, planned and forecasted financial requirements of the center
- Ensured the center is run with zero issues from parents and kids
- Trained mentored and monitored staff and ensured smooth operations.

Aim fill International: Assistant Manager (2016 -17)

Aim fill International was set-up to provide quality courses in the aviation sector.

- Handled day-to-day operations of the centre and help the center manager
- Maintained standard operating procedures as laid out by the management in all daily activities
- Prepared and reported centre financials in coordination with accounts team
- Ensured admissions, training and activities of the center are carried out without errors.

Al Dobowi Tyre Company: Receptionist and Data entry operator (2012 - 13)

Al Dobowi Group was established in 1976 to address the growing needs of tyre & service industry in the Middle East.

- Managed entire activities at reception
- Ensured the production details and customer details are entered in the system without errors
- Prepared delivery notes and invoices as per the need and the information from Accounts department
- Entered the claim details of tyres with all the information as per the operating procedure

Bhagya Surya Projects & Constructions Pvt Ltd: HR executive (2009 -10)

It is the realty division of Bhagya Surya Group of concerns.

- Recruited skill workers on payroll and on contractual basis
- Negotiated Salary package for the workers and staff
- Coordinated and deployed workers in various sites
- Coordinated with Marketing team for selling build-up area
- Prepared and shared weekly and monthly reports to higher level management

Achievements

- Successfully handled operations of Sam Kids Center without any issues and concerns from Parents and got appreciation
- Appreciation for recruiting and engaging contract workers in work sites within a short time and ensuring they are oriented properly

Education

- MBA - Human Resources and Marketing, Bharatha Matha Institute of Management, Cochin, India

- BCom Marketing, Bharatha Matha College, Cochin, India

Personal Traits

- A hardworking and dedicated person
- A good listener and a polite personality
- Willingness to learn new things and implement the same
- Excellent interpersonal and communication skills
- Excellent problem-solving skills and the desire to initiate
- Excellent coordination and organization skills

Special Interests

- Networking with people
- Traveling and exploring places

Personal Details

Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	18-07-1985
UAE Driving License	:	Yes
License Number	:	3930921

I hereby declare that the details stated above are authentic to the best of my knowledge

JINCY RONY

Date :

Place :