



Samnaz MB

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Dubai, UAE

June 2017- June 2019

June 2013-June 2016

August 2019– December 2020

OBJECTIVE

Seeking to obtain a responsible position in management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

KEY SKILLS

- Excellent organizational and interpersonal skills.
- Able to work without help in fast paced environment
- Ability to produce quality result in time.
- Proficiency in all areas of MS Word, Excel, Power Point.
- Adaptability and ability to work under pressure
- The ability to plan ahead and deal with unexpected changes.

EDUCATION

Master of Commerce (M.com)

Jnana Kaveri PG Centre - Mangalore University.

Bachelor of Business Management (BBM)

Bharath Matha Degree College – University of Mysore.

ACADEMIC PROJECTS

- Survey on Organization Behavior.
- Study on Labour Welfare.
- Human Resource Development
- Project on Industrial Relations
- Disaster Management
- Contemporary Social Work Perspective and Concerns.

CERTIFICATES

Advanced Diploma in Computer Application

(Computer Fundamentals, Microsoft Office, Financial Accounting and Tally, Photoshop, Coral Draw and Page Maker.)

WORK EXPERIENCE

Coorg Dew Drops

Assistant in Administration in Human Resource

Responsibilities

- Provide administrative support for HR executives.
- Organize, compile, Update Company personal records and documentation.

- Update HR data base with required information.
- Responding to comments and resolving customer complaints.
- Contribute to team effort by accomplishing related results as needed.
- Managing Company staff, including coordinating and supporting the recruitment process.

PERSONAL DETAILS

Date of Birth : 13-11-1995
Place of Birth : Mysore Karnataka, India
Marital Status : Married
Interests : Photography, Painting
Languages : English, Hindi, Kannada, Malayalam, Tamil
Nationality : Indian
Visa Status : Family

I hereby certified that the above statements are true and correct with all my knowledge and belief.

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