

AINU THOMAS

MBA Graduate



PERSONAL PROFILE:

I am energetic, hard working and extremely motivated person with an urge to use the skill and knowledge that I have acquired to be an asset for the organization and also to grow individually.

PROFESSIONAL SKILLS:

- Leadership and Communication
- Team Management
- Talent Acquisition and Retention
- Performance Management
- Creative and Critical Thinking
- Employee Relations

CONTACT DETAILS:

Mobile : 050- 9552858
Email : ainuthomas06@gmail.com

PERSONAL DETAILS:

DOB : 06 - 02 - 1993
NATIONALITY : Indian
LANGUAGES KNOWN : English, Malayalam

EMPLOYMENT HISTORY:

HR ASSISTANT

Sheejas IT MALL PVT LTD
May 2018 - Oct 2018

- In charge of monitoring day to day work.
- Assisting Management Head for business meetings.
- Schedule meetings and interviews.
- Sourcing and Recruiting new employees.
- Completing termination paperwork and conducting interviews
- use of MS Office and MS Excel

HR RECRUITER

White Knight Techno Solutions
Sep 2016 - Dec 2016

- Schedule meetings and interviews.
- Sourcing and Screening adequate applicants
- Assist in end to end recruitment process
- Maintaining record of every employee.
- Producing and submitting reports related to the salary of employees

ACADEMIC BACKGROUND:

REVA UNIVERSITY, BANGLORE

MASTER OF BUSINESS ADMINISTRATION [2015 - 17]

2017 Passed Out

Major in HR

Agg. Percent - 7.4/10

- Project at O/E/N INDIA PVT LTD on Quality of Work Life Among Employees (2017)
- Project at Tesla Power Systems Private Limited on Marketing Strategy.(2016)
- Digital Marketing certification. (2016)
- 2nd place in Business plan competition conducted by REVA University.

CALICUT UNIVERSITY

CITY COLLEGE INTERNATIONAL, AJMAN, UAE

BACHELOR OF COMMERCE [2011 - 14]

2014 Passed Out

Major in Finance

Agg. Percent - 2.6/4

- Junior Representative, General Secretary & House Captain during 1st, 2nd & 3rd year.

CORE SKILLS:

- Problem-solving
- Multi Tasking
- Strong leadership skills
- Skilled in time management