

BIJU THOMAS

Flat no 203, 194A, Udaya Appartments, Ward No 2, Mehrauli, New Delhi

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WORK EXPERIENCE

- **Sr.Executive HR & Business Administration, Accord Group India**, New Delhi, India(Jun 2016 to Present)
- **Admin Officer, Simplex**, Dubai, United Arab Emirates(Feb 2016 to May 2016)
- **Sr.Office Administrator, L&T SUCG JV**, New Delhi, India(May 2012 to Jan 2016)
- **Sr.HR Executive, DS Construction**, New Delhi, India(Jul 2010 to May 2012)
- **Recruitment Consultant, Agile Consulting**, New Delhi, India(Nov 2009 to Sep 2012)
- **HR Executive, MS International**, New Delhi, India(Jul 2004 to Sep 2009)

EDUCATIONAL BACKGROUND

- **NIBM, , MBA (One Year)**, 2019,
- **NIBM, , PGDBA**, 2015,
- **ISBM, , DBA**, 2011,
- **Kerala University, , Pree Degree**, 1998,

SKILLS

- recruitment
- manpower mobilization and demobilization
- personnel administratio
- man power planning
- statutory compliance

- facility management

PERSONAL BACKGROUND

- **Birthday:** - 1981-03-10