



SUNENA P B

A self-motivated budding professional with an Under Graduation in B.Com. Computer Application and MBA in Human Resources. Possess innovative and creative thinking mind and problem-solving ability. A quick learner with ability to work under pressure and meet deadlines.

- * Strong organizational and time management and communication skills.
- *Ability to multi-task and perform under pressure.
- *Ability to follow instructions and meet deadlines with strong c
- *Generally positive, pleasant, efficient and effective personality.
- *Positive customer-oriented attitude, good Team player.

CONTACT

PHONE:

+971 544866788

EMAIL:

sunena.pb@gmail.com

LANGUAGES

English, Malayalam, Hindi, Tamil

PERSONAL DETAILS

Date of Birth: 09/04/1996

Marital Status: Single

Nationality: Indian

Visa status: Visit

Seeking a position in an organization that offers vast opportunities of growth and development, where I can apply the best knowledge and skills for the development of organization and to strive for the growth of both the organization and the individual. Aspiring for a suitable level position in a reputed organization that provide me an opportunity to prove myself and polish my skills through given tasks in different fields where I get the opportunity for continuous learning.

WORK EXPERIENCE

BYJU'S Learning App – HR Executive

Feb 15th, 2020 – To date

Working currently as a part of an energetic and vibrant team, conducting recruitments, hiring people, screening resumes and doing HR responsibilities, Organizing and schedule including reminders, conducting reports and facilitate as requested, answering emails and calls, Following-up with suppliers, clients and more duties and responsibilities.

Mediasplash – Content Writer cum HR Admin Associate

June 01st 2017 – July 17th, 2018

Worked meticulously as a part of the team and contributed to a few key projects as content writer and played a role in employee motivation, employee engagement, on-boarding, interviews and also did: Coordination, Front desk, Admin work, sending mails, documentations and more.

(Still working as Content Writer - Freelancer)

EDUCATION

Master of Business Administration 2018-2020

Federal Institute Of Science And Technology, Kerala.

Affiliated to APJ Abdul Kalam Technological University,

Accredited by NAAC with 'A' Grade.

Bachelor of Commerce- Computer Application 2014-2017

B.Com. Degree completed with First Class (7.3 CGPA)

SCMS School of Management and Studies, Kochi.

Affiliated to Mahatma Gandhi University, Accredited by NAAC with 'A' Grade.

Council for the Indian School Certificate Examinations (12th) – 78%

Hari Sri Vidya Nidhi, Punkunnam, Thrissur, Kerala. Affiliated to ISC

Matriculation Certificate Examination (10th) – 82%

Hari Sri Vidya Nidhi, Punkunnam, Thrissur, Kerala. Affiliated to ICSE.

INTERNSHIP

2 months of Internship at Mediasplash (May1st – July 3rd, 2016)

45 days of Summer Internship Program at SFO Technologies Pvt Ltd, NeST Group in the HR Department, Infopark, Kochi, Kerala. (June27th – August 9th, 2019)

Internship at Fragomen Immigration Services in the HR Department, Infopark, Kochi, Kerala. (June27th – August 9th, 2019)

DECLARATION

I do hereby declare that the above said details are true to the best of my knowledge and belief.

SUNENA P B