

FIZA SUNIL

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Location: Dubai, UAE



CAREER OBJECTIVE

The first and main objective is to put my theoretical knowledge into a practical one and to enhance my Professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Tractors and Farmers equipment Pvt Ltd, Chennai.

Human Resource Assistant (Part Time)

- Assisting with day to day operations of the HR functions and duties
- Compiling and updating employee records using spreadsheet
- Training for new joiners

ACADEMIC QUALIFICATIONS

Master's in Business Administration (MBA)

2020

School of Management and Business Studies – MG University

Bachelor's in Business Administration (BBA)

2018

MES College Erattupetta – MG University

ACADEMIC PROJECTS

Employee and Employer Relationship in the Organization at Tractors and Farmers equipment Pvt Ltd, Chennai.

- This survey aimed to know the relationship between the employer and employees in the organization

Brand Competitors and Brand Loyalty at Dhathri Ayurveda Pvt Ltd :

- This project was aimed to know how brand loyalty affect the customers in our society and to know the competitors of this products

SKILLS

Professional Skills:

- Relationship development
- Time Management
- Company organization & Business Management
- Payroll coordination
- Training and development
- Interpersonal
- Team Building

Languages: English, Hindi, Malayalam

Technical Skills: Proficient in Microsoft Excel (Data management, Data Validation , Sorting & Pivot tables)
Experienced in Microsoft Word & PowerPoint.

PERSONAL DETAILS

Date of Birth & Age: 05 April 1997, 25 | **Nationality:** Indian | **Marital Status:** Married | **Passport No:**

M6885616 |
