



JINCY SATHEESH

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### *Career Objective*

*Seeking an entry level position in Human resources or Administration with a reputed organization in which will help in value addition and serve as a spring board to move ahead in my career by providing me interesting career opportunities and harness the best of my caliber .*

### *Profile Summary*

- *A customer oriented, multitasking with MBA degree in HR.*
- *Expert in understanding the business requirement.*
- *Excellent in identifying the need of organization.*
- *Excellent in understanding and analyzing the human behavior.*
- *Proficient in coordinating with the people.*
- *Responsible, Trustworthy, Hard-working with efficient time –management skills.*
- *Technology savvy with ability to roll out the details to all the employees within the given time period.*

### *Areas of Strength*

- *Ability to develop new employee friendly plans and implementing the same for better output, attracting more business modules from the clients.*
- *Capable of drafting the employee handbook overview for the corporate policies and procedures.*
- *Ability to restructure and implement programmes for outstanding customer service from the various business unit in the organization.*
- *In-depth knowledge of the role of Human Resource Executive in an organization.*
- *Proficiency at grasping new technical concepts quickly and utilizing same in a productive manner.*
- *Dynamic team leader capable of analyzing alternatives and identifying tough choices while communicating the total value of benefit and compensation packages to senior level executives and employees.*
- *An effective communicator with strong team management, leadership, analytical and coordination abilities.*
- *Leading the team of technical professionals during the development stage.*
- *Managing, allocating and enduring the minimal downtime of machines.*

### *Experience Chronology*

- *Special Olympics Abu Dhabi- Sr.Technology Support (February 2019 – March 2019)*
- *Sakhi Television Communications India Limited as System Engineer (December 2014-August 2016).*

### *Academic Credentials*

- *MBA in HR , Madurai Kamaraj University(2015-2017)*
- *B.Tech Electronics and communication engineering from Jai Bharath College of Management and Engineering Technology, M.G University (2010-2014)*

### *Achievements*

- *Got reward actively completing intensive training YOUNG ENERGY AUDITOR organized by NSS Technical Cell and Energy Management Centre, Dept. of Power, Government of Kerala.*
- *Successfully “B” certified under the authority of Ministry of Defense, Government of India.*
- *Act as a Kerala team leader in a National level camp organized by National service scheme and achieved best performer Award.*

### *Certifications*

- *Diploma in Human Resource Management(HRM)*

### *Personal Dossier*

- *Date of Birth* : *23.08.1991*
- *Hobbies* : *Dancing, Drawing, Travelling*
- *Languages known* : *English, Hindi, Malayalam*
- *Location* : *UAE*
- *Driving License* : *UAE, India*

*I hereby declare that all the above furnished detail is true to my best of belief.*

*Date:*  
*Place:*

*JINCY SATHEESH*