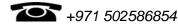


### JINCY SATHEESH

Email id: jincypozhekadavil@gmail.com



### 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
Languages known
English, Hindi, Malayalam

Location : UAEDriving License : UAE, India

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

Date: JINCY SATHEESH

Place: