



## ALEENA MARY PIUS

HUMAN RESOURCE MANAGEMENT  
PROFESSIONAL

+971- 561544982

aleenamarypius@gmail.com

SHARJAH, UNITED ARAB EMIRATES

### PROFILE

Professional with 5+ years of experience in Administrative profiles with ability to develop an effective working relationship with colleagues and affiliates at various levels and willingness to continuously acquire new competencies and accept new challenges looking for suitable opportunity.

### PERSONAL DOSSIER

Date of Birth :15.08.1992

Nationality: Indian

Marital Status: Married

Languages: English, Hindi

Mother Tongue: Malayalam

### PASSPORT DETAILS

Passport No: S8980043

Date of Issue : 08/11/2018

Date of Expiry: 07/11/2028

Visa Status: 28/12/22 - 02/05/22

### SOFTWARE PROFICIENCY

Microsoft Office Word, Excel, Power Point

### WORK EXPERIENCE

ACADEMIC COORDINATOR  
ARMSTECH ENGINEERS PRIVATE LIMITED  
DEC 2018- FEB 2020

- ✓ Provide support & guidance to academic coordinator
- ✓ Provide guidance to students on academic goals and educational issues
- ✓ Assist students on course selection, study habits & career selection
- ✓ Build strong relationship with trainees, faculties & parents
- ✓ Doing administrative and clerical tasks (such as scanning or printing)
- ✓ Responding to internal and external HR related inquiries or requests
- ✓ Directing HR related calls or distribute correspondence to the appropriate person of the team
- ✓ Support other functions as assigned
- ✓ Front desk management, Keep daily records
- ✓ Documentation, fees collection, Scheduling of construction - oriented labs, Batch coordination & exam preparation
- ✓ Batch coordination, exam preparation & Handling a batch around strength 130 trainees.

ACADEMIC COORDINATOR  
RISS ROYAL ACADEMY (DISTANCE EDUCATION)  
FEB 2018- NOV 2018

- ✓ Front desk management.
- ✓ Keep daily records, documentation, exam preparation.
- ✓ Enrolling students for courses offered by the Institution.
- ✓ Handling Inbound and Outbound calls, follow up on Enquiry and database.
- ✓ Explaining eligibility criteria, admission procedures, course structure, course details.
- ✓ Answering phones and explaining the course programmes offered by the institution.
- ✓ Maintaining the database of the students on a regular basis.

VIP COORDINATOR  
SUNRISE HOSPITAL  
DEC 2017- JUNE 2018

- ✓ Registering and scheduling patient appointments.

## ACHIEVEMENTS

Seena Mathew Memorial Prize for Securing Highest Marks in Resource Management & Interior Designing in the MSC Final year examination:2015

## EDUCATION

ST.TERESA,S COLLEGE,2015  
MSC RESOURCE MANAGEMENT & INTERIOR DESIGNING  
Mahatma Gandhi University  
Percentage of Marks-74%

ST.TERESA,S COLLEGE,2013  
BSC FAMILY & COMMUNITY SCIENCE  
Mahatma Gandhi University  
Percentage of Marks-62%

SACRED HEART HIGHER SECONDARY SCHOOL,2010  
PIUS TWO(SCIENCE)  
Kerala Board of Higher Secondary Examination  
Percentage of Marks:60%

CHRIST KING CONVENT GIRLS HIGH SCHOOL,2008  
SSLC  
Kerala Board of Public Examination  
Percentage of Marks:77%

## INTERNSHIP

**INDIAN TRADE FAIR FOUNDATION**  
EVENTMANAGEMENT  
ERNAKULAM | NOV 2013

**HOSPITALITY ADMINISTRATION**  
ASTER MEDCITY  
ERNAKULAM | NOV 2014

## PROJECT HANDLED

**In the field of Child Development**  
Topic: Identification of Gifted and

- ✓ Answering and routing phone calls in accordance with hospital policies.
- ✓ Greets patients or their families and find out the nature of their enquiry.
- ✓ Communicates all information to superior on daily basis.
- ✓ Perform duties of handling patient/telephone/back office work as specified in the duty roster.
- ✓ Handling health package Department.
- ✓ Handling the VIP patients from starting till end and accompanying them during their journey in the hospital.
- ✓ Keep daily records, staff management,documentation.

**BACK OFFICE ADMINISTRATOR**  
**INDUS MOTORS PRIVATE LIMITED**  
AUG 2016- MAY 2017

- ✓ Maintaining records, data management.
- ✓ Staff management.
- ✓ Data entry.
- ✓ Perform basic admin duties including printing, sending emails, and ordering office supplies
- ✓ Assist and coordinate with sales team.
- ✓ Assist the front office team.
- ✓ Ability to work as part of a team.

**INFORMATION DESK**  
**INDUSIND BANK**  
JULY 2015- DEC 2015

- ✓ Answer questions about account types and banking products.
- ✓ Check on the status of customer accounts and track checks and payments.
- ✓ Review and explain account charges.
- ✓ Assist customers with replacing lost or stolen credit or debit cards.
- ✓ Front desk management.
- ✓ keep daily records.
- ✓ Help customers open up checking and savings accounts.
- ✓ Maintain customer accounts and help resolve disputes.
- ✓ Complete basic data-entry and administrative duties.

Talented Students (Period of Study: 2013).

**In the field of Entrepreneurship Development Programme**

Topic: Development and Evaluation of an e-learning Package on Screen Printing for Hearing Impaired (Period of study: 2015)

**REFERENCE**

1. Mr. Primal Mathew (Operations Manager), Armstech Engineers Private Limited, Ph:+918129562468
2. Mr. Dominic Antony (Managing Director), Mac Cochin Events Ph:+919895039790.
3. Smt.Susan Cherian (Associate Professor), St. Teresa's College Ph: +919446125917

EVENT COORDINATOR  
MAC COCHIN EVENTS  
JULY 2013- SEP 2014

- ✓ Creating event proposals which fit client requirements and presenting proposals by deadlines.
- ✓ Planning event aspects, such as venue, seating, dining, and guest list.
- ✓ Delegating event planning tasks to other staff members where necessary.
- ✓ Coordinating event entertainment, including music, performers, and guest speakers.
- ✓ Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set up, communicating with staff, and organising vendors.
- ✓ Planning multiple events at once.

**DECLARATION**

I hereby, solemnly declare that all the statements made in the above are true and correct to the best of my knowledge and belief.