

SWEETY SUNNY



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📍 Dubai, UAE

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🚀 SKILLS

- * Interpersonal and communication skills
- * Strategic thinking and planning abilities
- * Time management
- * Initiative
- * Work ethic
- * Teamwork
- * Employee Recruitment

📖 LANGUAGES

* English * Hindi * malayalam * Tamil

👤 PROFILE SUMMARY

I am a MBA - HR & Finance post graduate and one year of human resource executive at edassery ceramics. Who is looking for a position within the company that will enable me to achieve skills that will enable me to earn position.

🎓 EDUCATION

SNT Global Academy Of Management Studies And Technology, Coimbatore 2018 - 2020
MBA - HR & Finance

Carmel College, Mala 2014 - 2017
B. Com - Computer Application

📁 EXPERIENCE

Edassery Ceramics October 2020 - November 2021
HR Executive
Support delivery of cyclical HR processes.
Team with HR Manager in implementing key HR activities
Manage relationships with external providers
Passionate to create a great place to work
Assist HR Manager with new/ evolving initiatives as and when requested
Work with the Global Mobility team to manage transfers
Hiring of employees as per organization requirement.
Handling joining and exit formalities of employees.
Company offer letters appointment letters and relieving letters.
Monitoring and maintaining attendance data of employees.
Conduct performance appraisal.
Responding to the inquiries of employees.

💡 PROJECT

'A study on performance appraisal at KPL oil mills'.
Department : HR

👤 PERSONAL DATA

Nationality : Indian
Date of birth : 06/01/1997
Religion : Christian
Marital status : Single
Language : English, Tamil, malayalam,
Hindi