



Deepti Sukumar

Contact : +97155-9665051 / +97152-9496867 ~ E-Mail : deeptisukumar14@gmail.com

Objective

To achieve wide exposure in the Administration and HR Department of a reputed organisation that will fulfil the organizational staffing needs and requirements which would enable me to expand my knowledge and ability to contribute to the growth of the organization as well as self optimization.

Academic Qualifications

- Pursuing **M.B.A** in Human Resource Management from University of Business and International Studies (UBIS), Switzerland.
(Presently doing my Thesis based on HR management on a reputed firm based on organizational climate of the employees in that organization)
- **B.SCHONORS** in International Business from Madonna University, Michigan.
- **12th** completed from Indian School Certificate, New Delhi.
- **10th** completed from Indian certificate of secondary education, New Delhi.

Job Profile in brief

Having 4 years experience in Sales and Marketing field and having 6 years experience in Human Resources Management. (2011-2021)

- Worked as Asst Administrator and Receptionist with **Umm Al Thamam General Trading and ATC (Applied Training Center) educational center.**
- Worked in **Green Leaves General Trading and Al Fuad Exchange as Customer Service Supervisor.**
- Completed my Internship in a logistic Company for 6 months period as an Asst.HR administration.

Job Responsibilities & Key skills: -

- Assisting in recruiting employees
- Counsels with department heads regarding performance reviews, personnel issues, wages, benefits, etc
- Maintaining an effective administrative system
- Arranging and Co-ordinating weekly and monthly meetings
- Setting appointments for the senior managers
- Resolve customer issues through phone, email and chat conversations
- Booking travel and accommodations for senior managers
- Updating office manuals and brochures
- Arranging and organising staffs regarding their daily tasks and urgent meetings for the optimisation of the company

Core Competencies

- Providing high quality Customer Service.
- Good level of numeracy.
- Good at juggling tasks and prioritising.
- Impeccable telephone manners.
- Resolving and managing queries to closure.
- Leadership skills.
- Team work.
- Communication skills

Other achievements

- Awareness of MS Word, Excel, PowerPoint, Adobe Photoshop, CorelDraw, Flash and other software.

Personal Details

Date of Birth: 09 November 1991
Languages Known: English, Hindi, Malayalam, Arabic and Tamil
Nationality: Indian
Driving License: U.A.E driving license with car
Visa Details: Father’s Sponsorship
Marital Status: Single

I hereby declare that above furnished information is to the best of my knowledge and references can be provided on request.

Deepti Sukumar
Sharjah