RESUME

**KHAIRUNNISA.**

**Prashant nagar**

**Near railway quarters**

**Malkajgiri**

 **Email: khairakki@gmail.com Mobile: 9652692038**

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Career Objective

* A position in an esteemed organization seeking challenging avenues where my experience, interests and educational potential match the growth and to associate myself and put all my efforts to work with determination and dedication with competitive environment where I can prove my mettle by taking up challenges.
* Willing to work as a key player in a challenging & creative environment.

## **Education Details**

* Bachelor in Commerce during the period 2005 from DR.B.R.Ambedkar Open University, A.P.
* Intermediate Bi.P.C. during the period 1999 from Geetanjali Junior College.
* Board Of Secondary Education from Holy Cross High School.

Technical Skills:

* Operating System : Windows 98 , Windows XP,
* Packages : MS.Office ,C Lang.

 Knowledge in Internet Concepts.

 STRENGTHS

* Sincere and Honest
* Good Communication Skills
* Self motivated
* Quick learner and initiate, ability to teach and train others

**Experience:**

1. Worked In Saboo Hyundai from 2014 to till date.

Worked in saboo Hyundai as delivery Hostess and promoted as Process Incharge in Saboo Hyundai (HR,Admin,finance,reporting,fb promotions as well as Yamaha showroom & service-CRM).

In August 2018 got promoted to showroom sales as sales consultant.

1. Worked as a Tele-Caller in (Idea cellular ltd Collection dept.) Dhanush Enterprises for a period of 2 Years.
2. Worked as a Call- Center Executive in International call center -Blue Stone IT-Services for 1 year.
3. Worked as a Customer-Care Executive- Sales in Sri Jaya Lakshmi Automotives Pvt.Ltd for 1 ½ year.

**JOB RESPONSIBILITIES INCLUDED ARE:**

**Recruitment:**

* Man power planning
* Job Description
* Identify the source of hiring
* Interview the candidate
* Co-ordinate with the head office person & respective department
* If selected, get the documentation process done
* staffing,training,performance tracking
* Conduct initial orientation to newly hired employees

**Operations:**

* Joining formalities
* Handling employee data base ( both in soft copy & files )
* Leaves and Attendance management
* Bio-metric allocation
* Managing advance salary
* Assist in payroll preparation by providing relevant data ( absences,leaves etc )
* Candidate-exit full & final settlement

**Employee relation:**

* Handling all the queries of the employees-related to salary,leaves,attendance and transfer etc
* Resolving people issues and taking care of rumours and mis leading communications amongst employees
* Motivating employees
* Deal with employee requests regarding work, issues and rules and regulations

**OTHER WORKS HANDLED:**

ADMINISTRATION:

YAMAHA BIKE SHOWROOM –CRM ( sales & service )

ONLINE PROMOTIONS FOR CAR & BIKE SHOWROOM ( PREPARING TEMPLATES for sales & service related tips and offers/schemes and uploading-day to day basis )

Preparing performance report-team wise

Preparing Reports related to Sales,service & Insurance- Revenue generated report.

Personal Profile

Name : Khairunnisa

Date of Birth : 29.09.82

Sex : Female

Marital Status : single

Nationality : Indian

Languages Known : English, Hindi and Telugu

Last Salary drawn : 16000/- +

Expected Salary : open for discussion

**What I expect from your organization**

* A job with responsibilities and a system for measuring one’s effectiveness coupled with its reflection on remuneration and growth
* A professional work culture.

**Career Goal:**

* To be successful in every aspect of my career.
* Being a result oriented person I believe it is more important to do things right than to do them.

**DECLARATION**

 I, hereby declare that the above furnished details are true to the best of my knowledge.

**Date:**

(**Khairunnisa**)

**Place : Hyderabad**