



Soby C S

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OBJECTIVE

A motivated, results-focused Human Resource Professional, seeking an opportunity to utilize expertise, skills, and education to contribute employer objectives, profitability and success for a company.

EDUCATION

- | | |
|------|--|
| 2019 | <ul style="list-style-type: none">• Kalam Technological University
Master of Business Administration
7.1 |
| 2017 | <ul style="list-style-type: none">• Mahatma Gandhi University
Bachelor of Commerce
65% |
| 2014 | <ul style="list-style-type: none">• Tirumala Devasom Higher Secondary School, Thuravoor, Alappuzha
Higher Secondary Education
84% |
| 2012 | <ul style="list-style-type: none">• Holy Angels Residential School, Alappuzha, Kerala, India
High School Education
64% |

ADDITIONAL QUALIFICATION

Diploma in Computerized Financial Management
Certification in Bloomberg
Certification in SPSS Software

EXPERIENCE

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|---------------------------|--|
| August 2022 - May 2023 | <ul style="list-style-type: none">• Human Resource Executive
Palmtree
Attendance management, Payroll processing, Recruitment and induction Training, Performance management, Manpower planning and records keeping, Joining and Exit Formalities, Office Administration, Answering inbound and outbound phone calls and emails, Employee grievances handling. |
| July 2020 - July 2022 | <ul style="list-style-type: none">• Human Resource Executive
Peninsular Honda Cars (Patel Cars Pvt. Ltd.)
Answering inbound and outbound phone calls and emails, Recruitment Assistance, Payroll processing, Statutory Compliance, Employee Engagement activities, Joining and Exit Formalities, Manpower planning and records keeping, Grievances Handling, Official letter drafting, Office Administration. |
| June 2019 - December 2019 | <ul style="list-style-type: none">• Assistant Manager - Privilege Banker
ICICI Bank Ltd.
Branch banking operations, Generating new leads, cross selling of new products, customer satisfaction, Cheques handling, Meeting with Sales targets. |

SKILLS

- Microsoft Office skills
- Co-ordination Skills
- Interpersonal skills
- Office Management
- Capacity to work with diverse team
- Adaptable

PERSONAL DETAILS

- Date of Birth : 18/03/1996
- Marital Status : Married
- Nationality : Indian
- Passport : U5530140
- Gender : Female

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

REFERENCE

- **Majo Xavier VX - Peninsular Honda Cars**
Human Resource Manager
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- **Jishar U - Palmtree**
General Manager
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