



Desly Mary Vincent

Professional Summary

To obtain a creative and challenging position in an organization that gives me an opportunity for self improvement and give my best to the organization.

Employment History

HR Intern

Aug-2019 to Dec-2019 **Tablez, The Food Company**, Abudhabi, UAE

- Provide general support to the team, involved in recruitment process and exposed to various HR initiatives and practices.
- Recruitment: Screen resumes and application forms- Schedule and confirm interviews with candidates.
- Address employee about HR related queries.
- Participate in organizing company events,..

HR Trainee

Mar- 2019 to Apr- 2019 Gokulam Park Hotel, Kochi, India

Project Work

- Gokulam Park Hotel and Convention Center is a Premium Business Hotel of Sarovar Hotels and Resorts.
- The core objective of the study is to identify ***the impact of organizational culture on job satisfaction and employee commitment*** in Hotel Sector so as to improve the job satisfaction and commitment of the employees in their working environment.

HR Intern

May- 2018 to Jun- 2018 Le Meridien, Kochi, India

- Engagement activities
- File auditing
- Settlements with finance
- Updating daily packets
- Data maintenance
- Updating locker details

Education

- **Master Of Business Administration- HR & FINANCE- 2019**
Musaliar Institute Of Management, Kerala, India
- **Bachelor Of Science- Chemistry- 2017**
Alphonsa College Palai, Kerala, India
- **Post Graduation Diploma in Computer Application (PGDCA)- 2016**
Alphonsa Institute,Kerala, India

References

Sufaira AbdulKhadar, Training Manager, Le Meridien Kochi

Mobile: +91 9846870760

Gokul Shaji, HR Assistant Manager, Tablez, UAE

Mobile: +971 501113447

Salam Street

Abu Dhabi, UAE

+971589297917

deslyvincent2014@gmail.com

Passport Number and Expiry:

T 3718665, 26.05.2029.

Visa Status, Expiry:

Visiting Visa, 02.04.2020.

Skills

- IT Skills- SPSS, Microsoft Word, PowerPoint, Excel, Programming through C language, Application of .NET technology.
- Team player
- Self-motivated
- Time management

Languages Known

- English
- Malayalam
- Hindi
- Tamil

Other Certifications

2018- Workshop on Advanced Excel ,The Strategist, Kerala, India

2018- Workshop on Indian Financial Market, Karvy Stock Broking, Kerala, India

2018- Grooming Workshop Gillette guard, Kerala, India

2018- National Conference for Management students 'STUNA 2018', CHRIST University, Bengaluru, India