**CAROLENE JONES**

**E-Mail:** caroleneancy91@gmail.com

**Mobile:** +91- 9489334168

**Objective**

To grab an opportunity and set a goal to enhance my technical skills and knowledge and attain a challenging position by exercising interpersonal and professional skills which would be beneficial to the organization as well as my career. I also possess **4+ years of Experience in Administrative & Customer Services.**

**Experience**

* Software Trainee in King software solutions – Tirunelveli (Aug 2021 – till )
* Operation Executive in Al Amana Gas Supplies – UAE (Aug 2013- May 2018)

**Roles and Responsibilities**

* Customer Service & Relations
* Word Processing & Typing
* Computer Operations
* Accounts Payable/Receivable
* Filing & Data Archiving
* Office Equipment Operation
* Telephone Reception
* General Accounting
* Problem Solving

**Education**

* **2020 – Post Graduate in Human Resource Management ( MBA)** from ST. Joseph Institute of Integrated Science & Technology, Tamil Nadu, India issued under the authority of Indian Institute of Industry Interaction Education & Research
* **2012 - Bachelor of Technology in Information Technology of Engineering (B.Tech. - IT)** from JACSI College of Engineering, Tamil Nadu, India issued under the Authority of the Anna University.
* **2008 - Higher Secondary Education (HSE) in Science and Mathematics** from The English School, United Arab Emirates, issued under the Authority of the Government of Kerala.
* **2006 - Secondary School Leaving Certificate Examination (SSLC)** from The English School, United Arab Emirates, issued under the Authority of the Government of Kerala.

**Certification**

* Undergone certification on the topic **Executive Human Resource Program** from **Pace Career Academy** – Chennai (Jan 2021- April 2021)

**HR Skills**

|  |  |  |
| --- | --- | --- |
| * HR Department Startup
* Employment Law
* HR Policies & Procedures
 | * Staff Recruitment
* Employee Relations
* Benefits Administration
 | * Orientation & On-Boarding
* Training & Development
* Performance Management
 |

**Technical Skills**

 Languages Known C, C++, Java, Python & Dot Net

 Operating System : Windows XP /7/8 & 10

 Web Design : HTML, CSS, Java Script, React JS & Node JS,SQL

 Tools : Adobe, Microsoft Office, Word & Excel

**Strengths & Interests**

* Sincere approach to duties and responsibilities
* Excellent team player
* Internet Surfing
* Reading & Solving puzzles

**Languages Known**

**Tamil** : Mother Tongue

**English** : Advanced Level

**Malayalam** : Advanced Level

**Hindi** : Medium Level

**Arabic** : Medium Level

**Personal Details**

 Name Carolene

 Address 11, Cornelius Street,

 Nazareth, Tamilnadu - 628617

 Birth Date January 19, 1991

 Status Married

 Blood Group ‘O’ Positive

 Nationality Indian

 Passport No N1272854

**Declaration**

I hereby declare that all the statements made in this application are true, compete and correct to the best of my knowledge and belief.

**Place: Nazareth Signature**

**Date:**