

# Sherina Mariam George

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## CONTACT

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## PERSONAL STATEMENT

An MBA graduate with Masters degree in Global Business from Coventry University, London; also a Business Administration graduate with an Honors degree from Christ University Bangalore, seeking a challenging position to utilize and leverage my skills and abilities in a challenging and fun environment, I am an energetic ambitious person who has developed a mature and responsible approach to any task that I undertake, or situations that I am presented with. I am also passionate and accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time. Able to work both independently and as a part of a productive team demonstrating the motivation and problem solving abilities to meet demanding deadlines while maintaining the highest of standards with the will to work hard..

## QUALIFICATIONS

Passed the CBSE exams with distinction

Honors Degree in Bachelor of Business Administration

MBA in Global Business with Merit

## EDUCATION

Master of Business Administration  
Global Business (MBA)

October 2017 — November 2018

Coventry University London  
Graduated with Merit.

BBA Honours

2013 — 2016

Christ University, Bangalore

1st Sem : GPA of 2.02

2nd Sem : GPA of 1.48

3rd Sem : GPA of 2.44

4th Sem : GPA of 2.14

5th Sem : GPA of 2.19

6th Sem : GPA of 2.04

(GPA out of 4)

CGPA : 2.06 (73.36%)

12th

2012 — 2013

The Indian School of Bahrain

Obtained the CBSE certificate with distinction (83%)

10th

2010 — 2011

The Indian School, Bahrain

Obtained the CBSE certificate with a GPA of 8.4

## WORK EXPERIENCE

Al Safir Hotel and Tower

May 2019

HR Assistant

- Creating and distributing documents
- Providing service to organization employees
- Serving as a point of contact with vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Performing orientations
- Collecting employment information
- Preparing new employee files
- Administering in Payroll activities
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination and clearance paperwork
- Application process and follow up of new employment visa, transfer, CPR for staffs
- Act as the point of contact regarding labor legislation issues
- Identification of employee training opportunities and manage a cross functional competency development program
- Undertake ad hoc tasks as directed by the upper management

Imperium

September 2018 — November 2018

Marketing Intern

Imperium uses the power of face to face marketing to give the clients the results they deserve with a great return on investment. An alternative to indirect marketing

- Worked as a direct sales representative for the company.
- Learned about the theories needed to achieve success in dealing with customers and also the right attitude in working in the field.
- Professional manner of dealing with clients.
- Learning of new methods and theories in marketing and field.

Libri Publishing London

May 2018 — July 2018

HR Consultant

- Worked as an HR Consultant with the organization.
- Creating the basic and necessary documents and recording systems for the admin work.
- Created rules and regulations for the members of the organization.
- Researched and suggested the best payroll application for the ease of work.

- Consultation with regards to Brexit and their laws.
- Dealt with compliance issues.

**Choice Advertising**  
Administrative Assistant

July 2016 — September 2017

An advertising agency that promotes and recruits celebrities from India and organizes events for various organizations.

- Coordinated the flow of information internally.
- Scheduled and confirmed appointments.
- Made data statistics and other information to support research activities.
- Answered telephone and electronic inquiries.
- Set up and maintained manual and computerized information filing system..

**Seva-In-Action - Bangalore, India**  
Social Worker

August 2015 — August 2015

A voluntary organization working towards creating equitable opportunities and mainstreaming children and persons with disabilities.

- Performed general office duties and administrative tasks.
- Worked in the production department of the organisation.
- Helped develop skills for the disabled.

**Jawad Business Group - Manama, Bahrain**  
Intern

April 2015 — May 2015

A multi-faceted, multi-cultural organization providing services in fashion, food retailing, hospitality and distribution enterprise headquartered in Bahrain and operating across Middle East.

Worked in the following departments :

- Sick leaves and Contract renewal
- New joiners Dept
- Employee relations
- Public relation office
- Recruitment Dept
- Marketing Dept

**DISSERTATION**

Specialized in the area of marketing.

Title : A study of factors attracting consumers to the fast food chains of JAWAD in Bahrain.

**SKILLS**

**QUALITATIVE SKILLS**

- Quick Learner.
- Team player. Ability to lead group activities.
- Eagerness to learn new concepts and in involving new technologies.
- Ability to adapt quickly and implement effectively.
- Hardworking and self-motivating.
- Good communication skills and competitive spirit.
- Good in dealing with different types of people.

**COMPUTER PROFICIENCY**

- MS Office

#### LANGUAGE PROFICIENCY

- Malayalam (Native)
- English (Native)
- Hindi (Competent)

#### CERTIFICATION

- Member of Chartered Management Institute. (CMI)

#### EXTRA CURRICULAR

- Was part of the Basketball team and the Badminton team in my Higher Secondary School. Part of the Athletic team (events - shot-put, discuss, javelin throw) for 7 years.
- Participated in various art and cultural events.
- Studied Classical Dance for many years. Knows to play instruments (Flute, Violin, Veena)
- Part of the Chartered Management Institution (CMI).

#### INTERESTS

Loves to BAKE, Enjoys listening to Music, Reading books which peaks my interest. Loves Sketching and Playing a variety of instruments. Also am interested in traveling having been to Asia, Middle East and preparing to Explore Europe.

Enjoys making cocktails and drinks, also looking forward to gaining experience in that area.

#### DECLARATION

All information in this resume is true and correct to the best of my knowledge and belief.

#### REFERENCES

Available upon request.