Teena Davis

**Address:** 303, Rachana Apartment,Datar Colony,Bhandup East,Mumbai-42

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**OBJECTIVE**

To excel in a growth oriented progressive company where I can get challenging team oriented environment and emerge as an outstanding professional with hard work, dedication, high motivation and integrity.

**QUALIFICATION**

Masters in Business Administration (MBA-full time) from Mahatma Gandhi University

Specialization – Human ResourcResourc

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**Prime Focus Technologies (July 2014-October2014)**

**HR Intern**

* Sourcing and screening of profiles from job portals
* Mass mailing and scheduling candidates for interviews
* Taking telephonic rounds of interviews and short listing
* Organize and manage walk-ins,conduct assessment test (video and aptitude),GD’s
* Facilitate sessions with candidates to explain test modules
* Organize joining formalities and document verifications for new joiners
* Providing offer letters and appointment letters later for recently joined employees
* Prepare MIS reports and maintain database.

**SUMMER PROJECTS UNDERTAKEN DURING MBA:**

1. **Project Topic:**

**A Study on effectiveness of employee welfare measures on work life balance at KAMCO**

 **(Kerala Agro - Machinery Corporation Limited, Kerala)**

Duration: (Aug 10 – Sep 10) – 2 months

Responsibilities:

* Theoretical research on employee welfare and work life balance.
* Gather data on existing welfare measures and feedback for the same from employees in the company.
* Done face to face interviews, discussions, questionnaire method with workers ,middle and senior management
* Provided suggestions which were appreciated by HR Manager to improve the work life balance
1. **Project Topic : Organizational Study**

 **Motherland Formulations Pharmaceutical Company, Chennai**

 **Duration: (August 2009) – 1 month**

Responsibilities:

* Worked under direct supervision of the Quality Controller of the company.
* Studied on scope of pharmaceutical industries in India for expansions.
* Performed **SWOT** Analysis about the company.
* Understand various departments in a company such as- Finance, Production, Quality Control, Health and Safety Departments.
* Submitted suggestions to improve their strategies and utilization of employees.

**ACADEMIC QUALIFICATIONS**

* **M.B.A** (**HR and Marketing**) from SNGIST College,(Mahatma Gandhi University) Ernakulam , Kerala in 2010
* Graduation in Biotechnology from Al- Ameen College,(Mahatma Gandhi University) Ernakulam ,Kerala in 2008

* Higher Secondary from Nirmala Higher Secondary School (State Board of Secondary Education) in 2005
* S.S.L.C from Jyothi Nivas Higher Secondary School (Central Board of Secondary Education) in 2003.

**CREDENTIALS**

* Organizing Committee Member of MANAGEMENT FEST-Zeitgeist 2009
* Active Member of ‘Eco Rhythm’ Club (Nature Club)

**DECLARATION**

 I hereby declare that all the details given above are true and correct to the best of my knowledge which can be verified by testimonials/ certificates as and when required.

 **Teena Davis**