

JEENA JOSE

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**CAREER OBJECTIVE:**

Being an employee in a firm wherein I can effectively contribute my skills and knowledge for the growth of the organization as well as for myself.

**PROFESSIONAL SYNOPSIS:**

**Muthoottumini Financiers Ltd**

HR Executive since May 2016

**Responsibilities:**

- *Offer Letter Generation*
- *Coordination with branches*
- *Negotiating salary with candidates*
- *Preliminary Interview*
- *MIS reports*
- *Documentation*
- *Generating various types of Letters (Transfer, Promotion, Appointment, Suspension, Termination)*
- *Joining Formalities*
- *Interview coordination*
- *Induction*
- *ID card generation.*

**Courtyard by Marriott Cochin Airport**

HR Trainee: (August 2015-November 2015)

**Responsibilities:**

- *Sourcing the candidates through portal*
- *Joining Formalities*
- *Updating HR notice board*
- *Employee Engagement*
- *Documentation*
- *HRIS*

### **PERSONALITY TRAITS:**

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Uncommon command over spoken and written English.
- Ability to work in a team as well as an individual.

### **ACADEMIC:**

Masters in HRM from Mar Augustinose College Ramapuram MG University (2013-2015)

Bachelors in Arts (English Literature and communication Studies) MG University (2010-2013)

### **PROJECT:**

1. **MHRM:** Name of the project- Impact of Employee Empowerment with respect to KAMCO.

2. **BA :** Name of the project -Fantasy and Feminism in Anita Desai's Novels.

### **CO- CURRICULAR ACTIVITIES**

- Conducted Management Fest of Mar Augustinose College, during the year 2015
- Team member of the Event Committee of Mar Augustinose College during the year 2015
- Attended national seminar conducted by the ISTD Cochin chapter
- Attended inter-collegiate seminar conducted by Nirmala College Muvattupuzha on Emerging Trends And Challenges In Human Resource Management
- Attended seminar conducted by Mar Augustinose college on Training and Development
- Attended workshop conducted by St.Thomas College, Pala

- Conducted college fest of Nirmala college ,Muvattupuzha during the year 2013

**PERSONAL DETAILS:**

Date of Birth : 23/02/1993

Gender : Female

Marital Status : Single

**DECLARATION:**

*“I hereby declare that the above information's are true to the best of my knowledge.”*

PLACE: THRIPIUNITHURA

JEENA JOSE.