

# JINU JOSE



## OBJECTIVE

To perform at my best in the field I have chosen, seeking continuous improvement and reaching capacity towards the betterment.

## EDUCATION

Marian College Kuttikkanam

Master of Management in Hospitality and Tourism (M.M.H)

Mahatma Gandhi University, Kottayam

## 2012 – 2015

St. Dominic's College, Kanjirappally

Bachelor of Arts (Economics)

Mahatma Gandhi University, Kottayam

## EXPERIENCE

**Internship in CGH Earth Experience Hotels, Willington**

**Island, Cochin - Department of Human Resources (1 month)**

**Estuary Island, Trivandrum – Department of Human Resources**

**(2 months)**

**Coconut Lagoon, Kumarakom, Kerala – Department of Human Resources (2 months)**

**Lemontree Hotels, Alleppey, Kerala – Department of Human Resources (8 months)**

## Duties and Responsibilities

- **Maintaining Employee Files**
- **New Hire Application Process, collecting required employee information**
- **New Employee Orientation**
- **Record maintenance –statutory, leave card, security, outsourced labour, IET Files, rent agreements, KSOP, Labour Welfare Fund, Cafeteria**

## CONTACT

rosemaryjosepulpel95@gmail.com

09446649635

## POSTAL ADDRESS

Pulpel (H)

Panacheppally (P.O)

Kanjirappally

Kottayam Dist.

Kerala -686518.

## PERSONAL DETAILS

Date of Birth: 14-02-1995

Marital Status:Single

## POTENCY

Relationship builder,

Team-player

## COMPUTER SKILLS

MS Word

MS Excel

MS PowerPoint

## LANGUAGES KNOWN

English, Malayalam

- **Preparing stipend details for each month**
- **Preparing certificates**
- **Preparing Reports**
  - ✚ **Attendance Report**
  - ✚ **Activity calendar for each month**
  - ✚ **Birthday list for each month**
  - ✚ **Headcount Report**
  - ✚ **Actual vs. Budgeted Manpower Report**
  - ✚ **Separation and Transfers**
  - ✚ **Employee details**
  - ✚ **Ratio Analysis**
  - ✚ **Hotel Ranking Sheet**
  - ✚ **New Joinee Report**
  - ✚ **Medical insurance**
- **Travel arrangements for training purpose**
- **Preparing Cafeteria bills**
- **Scheduling appointments**
- **Provides payroll information by collecting time and attendance records**
- **Checking grooming standards and attendance**
- **Notice board updation**
  - ✚ **Common guidelines to staff regarding grooming**
  - ✚ **Guest comments**
  - ✚ **Birthdays**
  - ✚ **Corporate news, events, awards**
  - ✚ **Holiday list**
  - ✚ **Invitations**
- **Checking cafeteria suggestion and complaint box on weekly basis**

- Referring issues to senior HR Staff/ General Manager
- Preparing presentation for townhall
- Leave card entries
- Preparing vouchers
- Collecting duty charts of each department on weekly basis
- Providing salary slip
- Maintaining Leave card movement register
- Audit preparation
- Employee recognition
- Preparing Service Records

#### **REFERENCE**

**Mr. Vipin Venugopal**

**Hotel Manager**

**Lemontree Vembanad Lake Resort, Alleppey**

**Mob: +91 8469362627**

**Mr. Mathew Manoj**

**Assistant Hotel Manager**

**Lemontree Vembanad Lake Resort, Alleppey**

**Mob: +91 9446001192**

I hereby declare that the information above is true to my knowledge

**JINU JOSE**