

JK

JUBY K

CONTACT NO: 9447358315

OBJECTIVE

Seeking a responsible position to utilize my skills and abilities in the firm that offers me a professional growth.

SKILLS

- Ability to deal with people diplomatically
- Willingness to learn new things
- Team facilitator
- Adaptable
- Creative Thinker
- Proficient with **MS Office** and using internet for research & official communication.
- Time Management

PERSONAL DETAILS

Date of Birth: 13-07-1994

Marital Status: Single

Address: Kandathil (H)

Pookkottumanna post
Kattichira
Chungathara,
Nilambur,
Malappuram, 679334

EXPERIENCE

Job Title : **HR EXECUTIVE**

Company : Finarchit Contractors

Date from : November 2017 To : Present

Job Responsibilities:

- Organize, maintain and update employee information
- Process documentation and prepare reports relating to personnel activities
- Providing relevant data for ESI and PF benefits.
- Recording, maintaining and monitoring attendance to ensure employee punctuality

EDUCATION

- **Master of Social Work**

Ignou University

Pursuing (Distance education)

- **Master of Human Resource Management**

De Paul Institute of Science & Technology, MG University

Angamaly, Ernakulum

2017

Project : A Study on Scope of implementing **Performance Appraisal**
at Periyar Polymers Pvt Ltd Palarivattom

- **B.Sc Botany**

Marthoma College, Calicut University

Chungathara

2015



jubyk9@gmail.com



04931 – 230691



www.linkedin.com/in/juby-k-6b328b107