

## **ANGEL ABRAHAM**

angelabraham\_93@yahoo.com

Mankottil House

9497484682

Pallivayal Post, Panniyoor

Kannur District

### **OBJECTIVE**

To be associated with a leading and progressive organization which would give me the best opportunities to improve and utilize my skills and knowledge.

### **EMPLOYMENT DETAILS**

**Company** : Medcity International Academy

**Position** : HR Executive

#### **Responsibilities :**

- Maintaining HR files and participating in recruitment efforts
- 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
- Creating and distributing documents
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Setting appointments and arranging meetings

- Preparing new employee files
- Serving as a point person for all new employee questions

**Duration : 17/04/2017 - 30/04/2018**

**EDUCATIONAL QUALIFICATION**

<b>INSTITUTE/COLLEGE/SCHOOL</b>	<b>COURSE/PROGRAMME</b>	<b>YEAR OF PASSING</b>	<b>MARKS (%)</b>
Fisat Business School, Angamaly, Ernakulam Dist., Kerala	MBA (Affiliated to M.G. University, Kerala)	2016	62%
Rajagiri College Of Management And Applied Sciences, Cochin, Ernakulam Dist., Kerala	BBA (Affiliated to M.G. University, Kerala)	2014	70%
K.P.R.G.S.G.H.S.S, Kalliasseri, Kannur Dist., Kerala	Higher Secondary Education (Kerala State Board)	2011	72%
Seethi Sahib Higher Secondary School, Taliparamba, Kannur Dist., Kerala	SSLC ( Kerala State Board)	2009	85%

Major Specialization : **Human Resource**

Minor Specialization : **Marketing**

### **INTERNSHIP**

Name of the company : Indraprastha Apollo Hospital, New Delhi

Duration : One month and 10 days

The title of the area of internship : Recruitment Database Management

### **2<sup>nd</sup> YEAR MBA PROJECT**

Topic : A Study on the Effect of Organizational Factors and Job Satisfaction on Absenteeism of Employees, with Reference To Keltron Component Complex LTD, Kannur

### **ACHIEVEMENTS**

- Kalathilakam- 2012 at college level
- Malayalam Extempore A-Grade in Higher Secondary -Sub District Level
- Second Price for Extempore in Sargotsavam conducted by Taliparamba Corporation

### **INTERESTS**

- Listening to music

### **RERERENCES**

Mr. Jerin K Cherian – Hr Manager-Medcity International Academy-Mob: 9496116650

**Date:** 20/05/2018

**ANGEL ABRAHAM**

**Place:** Taliparamba