**CURRICULAM VITAE**

Name : Priya Joymon

Spouse : Mr. Joymon Devassy

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Home Address : Njarackal, Ernakulam

**Objective:-**

To be part of a well organized team and company and work towards the better functioning of the system. I have been working as an HR, but I am being forced to pursue a career that could awake me and could give me pleasure being engaged into it.

**Passion:-** Language – It has been my passion ever.. I love language and hence opted my PG in English Literature after a history graduation.

**Academic Details:-**

Bachelor Degree – BA History – Kerala University

Masters Degree – MA English Literature – MG University – (Course completed

**Computer Knowledge:-**

Word, excel, internet etc..

**Experience:-**

As Language Teacher in Mahakavi Kumaranasan Central School-CBSE, Bharanickavu – 2 Years

Company: SKC Management Consultancy Pvt. Ltd, Kadavanthra Ernakulum

Overseas Manpower Recruitment Consultancy with Main Office in Delhi

Position: Sr. HR

Period: December 2009 to till date. Continuing as on date in 2017

**Job Profile:-**

* Sourcing the best talent from diverse sources for the fields like construction, Oil and Gas, FMCG etc.
* Conduct initial telephonic interview with the applicants.
* Check and ensure that the applicants are willing to relocate if got selected, prior to forwarding CVs for review and final recommendation.
* Co-ordinate and perform all duties with laid down policies and procedures.
* Present all completed candidate files to the client for review and final process.
* Undertake regular contacts with all selected candidates and clients and be up to date with necessary information for records and follow up.
* Give guidance to Jr. Staffs at times.
* Business Development is also a part of Job.
* The main and most important duty is to communicate with the clients during the recruitment of candidates from the beginning to the placement.
* Coordinate with clients and candidates till placement. Provide instant replies/information voluntarily to our clients whenever necessary.
* Guide and Collect required Visa processing documents from candidates and submit to the clients at times.
* Communicate with the Clients for almost all official matters Via e-Mail and on call.

 **Personal Attributes**:-

Strength : Dedicated, Sincere, Strong-minded

Interests : Listening to music, watching movies, travelling

Marital Status : Married

Languages Known : English Hindi, Malayalam

I do hereby declare the above given information are correct and true to the best of my knowledge and belief.

Place : Njarackal

Date: …………….. Priya Joymon