



JERIN M JAMES

20/07/2019

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CAREER OBJECTIVE:

My career objective has two folds. One is to live each moment with due respect and sincerely commit myself to my profession and deliver duties to the fullest satisfaction. Secondly, challenge myself so that I can be the best version of me and thereby I can contribute something beautiful to the society.

SKILLS:

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confidence and determination.
- ❖ Ability to cope up with different situations.
- ❖ Public speaking and effective communication.
- ❖ Patience and problem solving ability.
- ❖ Motivational skills.
- ❖ Excellent in influencing people.
- ❖ Innovative thinker and excellent leadership qualities.
- ❖ Computer skills especially over MS Office.

PERSONAL DETAILS:

- Gender : Male
- Date of birth : 29/12/1992
- Age : 26
- Languages known : Malayalam, English, Hindi, Tamil

EDUCATION:

Degree	Year	Institution	Affiliation	Percentage of marks
Masters in Human Resource Management (MHRM)	2017	Nirmala College, Muvattupuzha	Mahatma Gandhi University, Kottayam	69%
B.A Philosophy	2014	Private study	Mahatma Gandhi University, Kottayam	70%
Plus Two	2011	Private study	Kerala Board of Examinations	81%
SSLC	2008	St. Rithas HS, Paynkulam	Kerala Board Examinations	80%

PROJECT:

WORK-LIFE BALANCE WITH SPECIAL REFERENCE TO AVT NATURAL PRODUCT LTD., ALUVA.

The project was an investigation on the ‘work-life balance of the employees’ at AVT Natural Product LTD. Every organization has to give adequate concern to the professional and personal life of their employees since they are the real resource and asset of the company. Due work-life balance policies produces committed and productive workforce to the company. Employees are professionals at the same time persons.

ACHIEVEMENTS:

- Ten years of seminary training.
- Organizer of national symposium on ‘climate change’ with Plan@Earth NGO, Aluva.
- Organizer of regional sports meet for the differently talented children.
- Participated in the international conference on emerging trends in markets and marketing organized by Viswajyothi School of Management Studies, Vazhakulam.
- Participated in ‘managerial skill development’ training programme conducted by ‘Plan to Real’, center for entrepreneurship and innovative skills development.
- Participated in the ‘Faculty development programme’ conducted by Viswajyothi School of Management Studies, Vazhukalam.
- Active participation in management competitions organized by various colleges.

PROFESSIONAL EXPERIENCE:

Working as project officer at Plan at Earth, NGO, Aluva, from 1st January 2019 onwards.

RESPONSIBILITIES:

- Handling awareness programs, training sessions, orientation and community engagement programs.
- Identification of training needs and nominating candidates for training.
- Scheduling the Training Program and collecting the Feedback.
- Evaluation of the employees post training program.
- Work scheduling.
- Tracking attendance and leave.
- Quantitative assessment of work and submission of reports.
- Maintaining files and records.
- Execution and coordination of CSR activities.
- Grievance handling and motivation.
- Conducting exit interviews to identify reasons for employee termination and rectify the reasons.
- Employee counselling.
- Ensuring discipline and safety of the employees.
- Maintaining healthy relationship with employees.

ACTIVITIES OF INTEREST: Travelling, Anchoring, Listening, Activities of love.

REFERENCE:

Rev. Dr. Jose Oliyappurath

Spiritual Director

St. Joseph's Ponthifical Seminary

Aluva

Mob: 7736131423

Arya Anto

OET Trainer

Stepwey Academy, Kochi

Mob: 8848629090

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge and I bear responsibility for the correctness.

JERIN M JAMES