**Resume**

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Blessy Johnson

**Mobile No: 9880640541**

**Email id**: blessyjohnson1995@gmail.com

**Father name**: Johnson Augustine

**Mother** **name:** shanty Johnson

**Address**: Edappattukavangal house, mardala village kadaba

 Puttur taluk Mangalore Karnataka

**Career objective**

Seeking a career to utilize my knowledge personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significally.

**Job profile summary**

Company- web castle media private limited kaloor Kochi

Work experience- 6 months (July 2019- present)

**Designation- HR Intern**

* Responding to staff inquiries HR policies, employee’s benefits and other HR related matters.
* Daily attendance Report
* Organizing interviews with shortlisted candidates.
* Update our internal databases with new employee information.
* Post update and remove job ads from job boards, careers pages and social networks.
* Screening potential employee’s resumes and application forms to identify suitable candidates to fill company job vacancies.
* Conducting initial interviews by phone.
* Maintain the candidate’s record in data bank.
* Conducting employee engagement activities.
* Coordinates new hire orientations
* Preparing and sending offer and rejection emails to candidates.
* Introduction of new staff into their work environment.

**Internship Details**

* Area of internship: manufacturing industry
* Company: **Panicker coconut industry Puttur Mangalore**
* Duration: 1 month (august 2017)
* Department: Marketing

 **Project Work**

* Area of project: manufacturing industry
* Company: **oriental cashew industry Mangalore**
* Duration: (1 January to march 2018)
* Department: Human resource
* Title: A study on employee benefits provided by the industry.

**Education Qualification**

* MBA Marketing and HR in Vivekananda college of engineering and technology puttur Mangalore from Visvesvaraya technological university Belgum 2018
* BBM in St. Philomena college puttur from Mangalore university 2016
* PUC in St. Joachim’s college kadaba in 2013.
* SSLC in St. Joachim’s school kadaba in 2011.

**Computer skills**

* Computer programming language like C programming
* Good in using Microsoft office- Word, PowerPoint.
* Internet savvy.

**Personal Qualities**

 1. Problem solving skills to resolve issue quickly

2. Presentation skill.

3. Time management

4. Sincerity and dedication

5. Quick learner

6. Decision making skill

**Languages known**

* Malayalam
* English
* Kannada
* Hindi

**Declaration**

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

 (Blessy Johnson)