



JINNY C JOSEPH

Phone no : 0097338170037

918606436593

Email:jinnyjoseph07@gmail.com

Profile Summary:

Human Resources Executive with 1 year 10 months of experience managing hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management

Work Experience:

Company: Logezy Resourcing Pvt Ltd, India

Designation: HR cum Assistant Learning & Development Consultant

Duration: 28th Jan, 2020 – 20th Oct 2021

Roles and Responsibilities:

- Handling Recruitment process
- Maintaining Employee Data base system
- Preparing payroll
- Conducting Joining formalities for new staffs
- Conducting Exit interviews
- Preparing and issueing the offer letters
- Assigning task to the staffs
- Giving induction and training to the new staffs

Internship (summer/winter)

- Name of the Organisation: Grasim Industries Limited Unit Indian Rayon, Veraval
- Role and Responsibilities: HR Trainee
- Duration: 27 Days
- Brief details of projects :_A brief description about the organization

Academics:

Course	Institute/College/ School	University /Board	Year of Passing	% of marks obtained / CGPA
MBA (Operations & HR)	Marian International Institute Of Management	MG University	2020	67
BCA	Bishop Speechly College For Advanced Studies	MG University	2017	57
HSC	St. John's Higher Secondary School	State Board (Kerala)	2014	64
SSC	Aditya Birla Higher Secondary School	State Board (Gujarat)	2012	82

Achievements:

1. Had won first prize for Entreprenuership club which was conducted in college
2. conducted management fest caligo2k18 and 2k19
3. Head of best manager team in caligo 2k19

Personal strengths and Technical competencies:

- communication skills
- Flexibility
- Adaptability
- Dot net
- Ms office

Personal Profile:

Date of Birth : 07/04/1997
Father's name : Joseph C J
Address for contact : Vaddake chundakattu (h) pullad po pathanamthitta
Languages known : English , Hindi , Gujarati, Malayalam
Material Status : Single
Nationality : Indian

References: Will provide on request

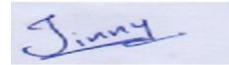
Declaration:

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Place: Bahrain

Date:

Jinny C Joseph

A small rectangular image showing a handwritten signature in blue ink on a light blue background. The signature appears to be 'Jinny'.