

## **BASIL ELDHO BABY**

Anikudiyil House, Ezhakkaranadu P.O,

Ernakulam, Kerala. PIN: 682308

Contact Number: **+91-7907938921**

Email Id: **basileldhobaby@gmail.com**



**OBJECTIVE:** To secure a challenging position in a reputable organization to expand my learning knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**SUMMARY:** Having experience in managing hiring and on boarding, employee benefits and performance tracking methods and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management.

### **EXPERIENCE & WORK PROFILE:**

#### **PROJECT COODINATOR: SMCIM, Kakkanad (1 July 2019 – 30 June 2020)**

Planning and coordinating administrative procedures and systems.

Recruiting and training personnel and allocate responsibilities and office space.

Manage schedules and deadlines, Monitor costs and expenses to assist in budget preparation.

Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.

Ensure the smooth and adequate flow of information within the company to facilitate business operations.

#### **ADMINISTRATION MANAGER: Heart Beats, Kakkanad (4 June 2018 – 8 June 2019)**

Overseeing special projects and tracking progress towards company goals.

Interact with other department heads in managing the entire administrative operations.

Hiring, training, and evaluating employees and taking corrective action when necessary.

Assess staff performance and provide coaching and guidance to ensure maximum efficiency.

Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

Ensure the smooth and adequate flow of information within the company to facilitate business operations.

**EDUCATION & QUALIFICATIONS:**

**MBA HR & Digital Marketing (2020 – 2022)**

RVS Institute of Management Studies, Coimbatore.

**BBA In Administration & Management (2014 - 2017)**

Ilahia College of Arts and Science, Muvattupuzha.

**CERTIFICATIONS & INTERNSHIPS:**

Doing Internship as HR IT Recruiter at Enroute Corporate Solutions, from March 2022

Internship Completed as Digital Marketer at RecruitNXT, from June 2021 to August 2021.

Advanced Excel Diploma from G-TEC Education and Training Centre, February 2020.

**PERSONAL PROFILE:**

Gender: Male

Date of Birth: 19 / 08 / 1997

LinkedIn ID: [linkedin.com/in/basil-baby-8111a51b4](https://www.linkedin.com/in/basil-baby-8111a51b4)

**DECLARATION:**

Above furnished details are free from errors and true to the best of my knowledge. Please be known that I could vouch for any of the stated contents in this document.

**Kolenchery**

**23-08-2022**

**BASIL ELDHO BABY**