



GEETHU JOY

Contact Details

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Personal Data

Date of Birth : 12.08.1997
Father's Name : Mr. Joy VP
Gender : Female
Religion : Christian
Nationality : Indian
Marital Status : Single

Language Proficiency

Malayalam
Hindi
English

Permanent Address

Vembilly House
Thamarachal
Kizhakkambalam P.O
Ernakulam D.t
Kerala, PIN: 683562

Software Proficiency

- C++
- Java
- MS Office

CAREER OBJECTIVE

To Succeed in an Environment of growth and Excellence and earn a job with provides a job satisfaction, Self-development and help me to achieve personal as well as organizational goals.

EMPLOYMENT HISTORY

January 2021 to January 2022

HR EXECUTIVE

*HI TECH ENGINEERING, PATTIMATTOM-ERNAKULAM,
KERALA*

- Creating an environment of open communication.
- Hiring and retaining talent for the organisation at the right cost.
- Creating and approving budgets for all the departments.
- Helping make the payroll of the company.
- Organising important events of the organisation.
- Helping resolve conflicts and other issues within the company.
- Conducting exit interviews with outgoing employees.
- Overseeing the termination process of an employee.
- Counselling employees who are stressed.
- Working with departmental heads during appraisals.
- Introducing employee wellness programs.
- Creating company policies based on best practices.
- Remembering employee birthdays and important event dates.

Certifications

- Project certificate from KAMCO ltd. In the year of 2017-2018.
- Internship certified from KITEX ltd. Kizhakkambalam, Aluva in the year of 2019.

Extra Curricular Activities

- Have won medal in race from HSE cardinal higher secondary school in the year od 2014.

EDUCATIONAL QUALIFICATION

Academic

Course	Board/University	Year of Passing
Master of Business Administration	Anna University, Coimbatore	2020
Bachelor of Business Administration	Mahathma Gandhi University	2018
Plus Two -	Higher Secondary Examination Board	2015
SSLC	Kerala Board	2013

PROJECT DETAILS

- UG Project: A Study On Stress Management of Employees At KAMCO Ltd., Athani.- this study find outso many kind of stress which is faced by the employees in that company and give solution for that.
- Internship completed at KITEX LTD. Kizhakkambalam, Aluva on may 22nd to june 30th 2019
- Pg project: A study in working capital management at nirapara Pvt ltd

SKILLS SET

- Interpersonal Skills
- Good Verbal Skills
- Customer Service
- Hard working
- Motivator
- Openness
- Helping mentality

WORK SHOPS

- Participated a work shop on Aptitude training held at RVS IMS, Coimbatore handled by Dr. Subaya on 2019.
- Participated a work shop on Balace sheet analysis held at RVS IMS, Coimbatore handled by Dr.Chandrashekar on march 2019.

CO-CURRICULAR ACTIVITIES

- Participated in MANAGEMENT FEST EXEMPLER 2K19 event the marketing team conducted by HINDHUSTAN college Coimbatore.
- Went to industrial visit to FLOW LINK SYSTEM PVT. LTD. Went to industrial visit to the PODARAN FOODS INDIA PVT. LTD. COIMBATORE in the year of 2018

INTERESTS & HOBBIES

- Travelling
- Listening Music

DECLARATION

I hereby declare that the information furnished above is true to my knowledge and I take complete responsibility for any false information.

Yours sincerely

GEETHU JOY