

Jos Varghese P

Senior HR Executive at Reliance Retail Ltd.

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Working as Senior HR Executive at Reliance Retail Ltd. Completed Master of Business Administration from Naipunnaya Business School, Pongam; Specialized in Human Resources and Marketing. Career boosting industry exposure with work experience and internships. Planned and accomplished Vaccination campaign and community development programs.

Career Summary

Senior HR Executive

Reliance Retail Ltd.

- At present working from March 2022

HR Executive

Future Retail Ltd.

- December 2021 to February 2022
- Recruiting, Payroll, ESIC, HRMS etc.

HR Executive

90+ My Tuition App

- September 2021 to December 2021
- Assisting with day to day operations of the HR functions and duties
- Compile and update employee records (hard and soft copies)
- Recruiting, Payroll, ESIC, HRMS etc.

Inside Sales Associate

Edyoda (ZekeLabs Private Ltd.)

March to June 2021

- Performed sales of the courses

Guest Relation Executive

OYO Rooms

January 2019 to May 2019

- Dealt with the issues related to guest management
- Inventory management

Educational Qualification

Naipunnya Business School, Pongam, Koratty

- Masters in Business Administration.
- Taking up specialization courses in Human Resources and Marketing
- 2019- 2021
- Calicut University

Bharata Mata College, Thrikkakara

Bachelor of Arts in Economics

- Attended from July 2015 to March 2018
- 6.33 (CGPA)

Cardinal HSS, Thrikkakara

Commerce Stream

- Higher Secondary
- Completed in 2015 (86 %)

Sree Venkateswara High School, Thripunithura

- SSLC
- Completed in 2012 (92.5 %)

Additional Qualifications

- Diploma in Computerized Financial Accounting (2018-19)
- Certified in 'Microsoft Office Specialist Excel 2016' (2019)
- The Fundamentals of Digital Marketing Online Certification by Google Digital Garage.

Projects

- A study on effectiveness of training at Daskalos Virtual Academy Pvt. Ltd. (MBA Project)
- An Economic analysis on the impact of demonetization on small scale traders in Chambakara region. (Degree final year project)
- Project on the environmental and social issues in Pariyaram panchayat

Internship Summary

Vaccination Coordinator

- Apollo Adlux Hospital, Kochi
- June 2021 to July 2021

Operations Intern

- Apollo Adlux Hospital, Kochi
- August 2020 to October 2020
- Accomplished project 'Adlux FLTC by Apollo' for Covid-19 patients.
- Facilitated the day to day operations of the administrative department

Sales Intern

Bank of Baroda

- August 2020 to September 2020
- Performed sales activities of credit cards.
- Conducted survey on people's attitude towards credit cards.

Achievements

- Organised and participated in community development program “Hastam 2019” at Puthenvelikkara Panchayat.(2019)
- Planned and executed “CAZADORZ 5.0” management fest at the college. (2019)
- Organised and participated in the plastic free environment campaign at Athirapilly “Physis 2k19”
- National Service Scheme Volunteer at Bharata Mata College, Thrikkakara (2015-18).
- Planned and executed community development program at Lambakada, Kattapana, “Shelter for Poor” (2016)
- Organised and volunteered in "Chilamboli" Youth Festival for Special School

Personal Details

- Address : Paravara House, AKG Road, Thykoodam, Vyttila PO, Ernakulam, Kerala 682019
- Date of birth : 03-06-1996
- Gender : Male
- Marital Status : Unmarried
- Languages known : Malayalam, English
- Passport Number : R6342138
- Driving License Number : 39/160/2015

References

- Mr. Satheesh Kumar C S
Chief Operations Officer
Kinder Hospital, Kochi
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- Dr. Sabu Varghese
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