

RESUME

NEETHU XAVIER
Chullithara House
31st Mile Mundakkayam
Kottayam District
Pin- 686513
Contact Number- 9778476669

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, Knowledge and skills.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTE	BOARD/ UNIVERSITY	YEAR OF PASSING
Master of Business Administration	Girideepam Institute of Advanced Learning , Kottayam	Mahatma Gandhi University	2018-2020
Bachelor of Business Administration	St. Antonys College Peruvanathanam, Idukki	Mahatma Gandhi University	2015- 2018
Plus two	CKMHSS, Koruthode	Board of higher Secondary education, Kerala	2013-2015
SSLC	St. Antony s High School Mundakkayam	Board of Secondary education, Kerala	2013

PROFESSIONAL SKILLS

- Zing HR, Zeta HRMS

EXPERIENCE

- Currently working as HR Executive at INDEL MONEY LTD, Kalamassery Cochin (NOV 2020 to Till)

Key Responsibilities;

- Recruitment (Screening of resume, Conducting Initial Interview, Coordinating Interview with concern HOD's, Salary negotiation, Releasing Pre offers, offer letters & appointment orders)
- On Boarding process

- Documentation
- Previous employment verification
- Conducting employee engagement activities
- Software Entry of employee details

PERSONAL SKILL

- Hard worker
- Keen learner
- Good inter relationship
- Persistence in work
- Perfectionist
- Disciplined and honest

PERSONAL DETAILS

Date of Birth : 31/07/1997
 Father's Name : CJ Xavier
 Gender : Female
 Nationality : Indian
 Religion : Christian
 Marital Status : Single

LANGUAGE KNOWN

Language	Speak	Write	Read
Malayalam	✓	✓	✓
English	✓	✓	✓
Tamil	✓		

PASSPORT DETAILS

Passport No	Date of Issue	Date of Expiry	Place of Issue
S8712307	09/10/2018	08/10/2028	COCHIN

DECLARATION

I here by declare that the above statements are true and correct to my knowledge and can submit the originals for the same.

DATE :
PLACE:

NEETHU XAVIER