

ELSA VARGHESE

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Vengalil House, South Marady P.O, Muvattupuzha

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Objective

To be a part of a reputed firm where I can exhibit my accademic knowledge and skills for the success of company and at the same time ensure my career growth.

Experience

Zewia Software Solutions (p) LTD

5/10/2020 - 27/08/2021

HR Lead

*Main responsibilities including sourcing right candidate and informing them about the job responsibilities and interviewing , placing the right candidates in to the right position for IT and HR Teams.

*Handling the Hr assistants and the organisation

* Maintaining attendance , leave and employee data

* Mentored employees through personal and professional issues.

Guidance Plus Educational Services

30-08-2021 - 04-01-2022

International Student Counselor

* To provide high quality immigration advice services to applicants, current students, recent graduate and there dependants.

* To support applicants and students to adhere to Tier 4 and other immigration requirements.

* To support the line manager to develop and mange the experience of our international Students.

* To carry out pre- CAS checks to ensure that students meet the Tier 4 requirements.

* Support the international Students to choose the right course .

Education

Mahathma Gandhi University, Kottayam, Kerala

2020

Master of Human Resource Management

78%

Mahathma Gandhi University, Kottayam, Kerala

2017

Bachelor of Arts in English Literature and Communication Studies

6.18

Skills

Active learner

Grivence handling

Decision making

Interpersonal skills



Job analysis



Projects

A Study On Employee Welfare And it's effectiveness in Peninsular Honda

Identify the employee welfare policies and procedures providing by the company

Impact of Employee Engagement on Employee Performance

Conduct Employee Engagement programs and identify its effectiveness on employees



Reference

Chinchu Louis - "Nirmala College, Muvattupuzha"

Assistant Professor

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8891788835

Jithin George - "Zewia Software Solutions (p) Ltd"

Technical Lead

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9496801763

Sharon Joseph - "Guidance Plus Educational Services"

Central Manager

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9847130855



Personal Profile

Name: Elsa Varghese

Date of Birth: 23-05-1996

Nationality: Indian

Language: English, Malayalam, Tamil