



# ROSHNI PHILIP

## HUMAN RESOURCES ASSISTANT

✉ roshniphilip158@gmail.com

☎ +91 7306756628

📍 Melethil House, Eeroor, Ernakulam, Kerala, India - 682306

### CAREER OBJECTIVE

To make use of my interpersonal skills to secure a responsible career opportunity in order to fully utilize my training and skills, while making a significant contribution to the success of the company.

### LANGUAGES KNOWN

English	<input type="checkbox"/>
Malayalam	<input type="checkbox"/>
Hindi	<input type="checkbox"/>

### SKILLS

- Empathetic
- People Management
- Effective Collaborator
- Adaptable and Agile
- Confidentiality
- Decisive and calm under pressure

### EXPERIENCES

#### 1. HR COUNSELOR

**ACENGAGE INFOSERVICES (July 2021 - Sep 2021)**

- Completed more than 100 exit interviews and exceeded the monthly target.
- Ranked First in terms of "Adherence" in the month of August 2021.
- Built good rapport with ex-employees of various companies with empathy, understood what they liked and disliked about the company and their actual reason for quitting the job.
- Prepared written reports of the exit interviews conducted.

#### 2. HUMAN RESOURCES ASSOCIATE

**RELIANCE JIO INFOCOMM LIMITED (Jan 2021 - Apr 2021)**

- Assisted Line managers in the full-cycle recruitment process.
- Prepared job descriptions for various job roles and posted them on sites like OLX.
- Performed initial screening of candidates in person (walk-in interviews, employment exchange centers) and through telephonic conversations.
- Supported candidates in their joining formalities.
- Associate for Jio Employee Exchange Project.



## REFERENCES

### 1. Mr. VIVIN RAJ

Manager - Area HR Lead,  
Reliance Jio Infocomm  
Limited, Ernakulam, Kerala.

- Mob: +91 6238901551

### 2. Mr. ALAN PETERS

Deputy Manager - HR,  
Reliance Jio, Infocomm  
Limited, Ernakulam, Kerala.

- Mob: +91 9778419500

## ACHIEVEMENTS

- Completed Effective Business Communication Course from IIM Bengaluru through SWAYAM NPTEL.
- Volunteered for Students Mindful Leadership Programme conducted by BEICH RUSA 2.0.
- Completed Twelve days of training in Basics of Counselling and Self Mastery by Emocare.
- Yuva Ambassador at Hedge Equities Ltd.
- Certificate of Appreciation from Hedge Equities Ltd for timely submission of works.

## 3. HUMAN RESOURCES ASSOCIATE

### HEDGE EQUITIES LIMITED (April 2020 - Jun 2020)

- Conducted interviews of several designations unique to Hedge for competency mapping.
- Organized and implemented various engagement activities for the batch of interns.
- Developed intern storyboards of fellow summer interns for the 'Intern portraits' project for the Social Media Campaigns.
- Demonstrated networking skills by making contacts and building relationships through web-based tools (LinkedIn).
- Strengthened the CSR initiative of Hedge Yuva and financial freedom by educating fellow interns regarding the concepts.
- Conducted a study on the Training and Development Process concerning Hedge Group of Companies.

## EDUCATION

- M.Sc. Applied Psychology (2019 - 2021)  
Bharathiar University, Coimbatore, Tamil Nadu, India.
- B.Sc. Psychology (2016 - 2019)  
K.E. College, Mannanam, Kottayam, Kerala, India.
- 12th Standard (2016)  
Bhavans Vidya Mandir, Eroor, Ernakulam, Kerala, India.
- 10th Standard (2014)  
Bhavans Vidya Mandir, Eroor, Ernakulam, Kerala, India.

## PUBLICATIONS

- Assisted in the paper entitled "The consequence of workplace incivility among IT employees: Workplace stress or Organizational citizenship behaviour?" (HUMANITAS: Indonesian Psychological Journal).



# ROSHNI PHILIP

## HUMAN RESOURCES ASSISTANT

✉ roshniphilip158@gmail.com

☎ +91 7306756628

📍 Melethil House, Eroor, Ernakulam,  
Kerala, India - 682306

## Cover Letter

I am Roshni Philip, and it is with great interest I am forwarding my resume for your consideration for the HR Assistant position at your prestigious organization.

I am a postgraduate in Applied Psychology. I see myself as a motivated person who is passionate about learning things. I can approach any new responsibility as a challenge and grow and adapt as a professional. I have excellent communication and interpersonal skills. I am sensitive to the concerns and needs of the employees and can work well in teams. I am seeking a position in which I can put my academic experiences into practice and contribute significantly to the success of an organization.

Please take a moment to review my attached resume for details regarding my expertise and career achievements. I would be most grateful to hear a favourable reply. Thank you for your time and consideration.

Thanks and Regards,  
**ROSHNI PHILIP**