



JINNY MERIN JOSEPH

PRESENT ADDRESS

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LINKED IN

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PERSONAL DATA

Father's Name: Joseph Chacko

Date of Birth : 26-04-1998

Sex : female

Religion : Christian

Nationality : Indian

Marital Status : Single

LANGUAGES

- English
- Hindi
- Malayalam

RESUME

Career Objective:

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.
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Professional Experience:

HR officer at H.E.C.A HR Consultants from July 2019 to April 2020.

Key responsibilities –

- Sourcing fresher's and experienced candidates through institutions and social media. Coordinating their interview process.
- Approach corporate to seek information on vacancies available for freshers and experienced.
- Follow up with candidates and corporates.
- Advertising the upcoming vacancies and follow up with enquiries.
- Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.
- Investigating and providing guidance on employee relations issues through progressive disciplinary process
- Make the coordination with various departments.
- Checked all submitted applications and made sure all requirements stated in the job post are complete.
- Screened all submitted applications and made recommendations to HR Manager.

Professional Qualification:

- ✓ Advanced Diploma in Human resource Management from H.E.C.A Kochi. Certifying authority , Bharath Sevak Samaj Vocational Education.(A central govt Certifying agency)
- ✓ Entrepreneurship and corporate skills – H.E.C.A Certificate training in Entrepreneurship and corporate skills

Academic Qualification:

- ✓ **B.B.A from Mahathma Gandhi University.**
- ✓ **12th from CMS HSS MALLAPPALLY**

Key Skills

- Written and communication skills
- Ability deal with people diplomatically
- Disciplined and Hardworking
- Teamwork
- Computer Skills
 - ❖ Installation(Hardware and Software)
 - ❖ Office software(Word,Excel,Powerpoint)
 - ❖ Web and social skills

Strength & Abilities

- Leadership
- Ability to work a Team
- Confident in Decisions
- Pleasant Face

Declaration

I hereby declared that the information on furnished here about me is true to the best my knowledge

Place: PATHANAMTHITTA

Date:17-10-2021

JINNY MERIN JOSEPH