

FENNY C VARGHESE

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Career Objective

Intend to work in an environment that enhances my skills and motivates me to utilize my potential to the fullest extent to contribute to the company

Work Experience

Company Name: Biz Equip Advisory LLP

Location : Cochin

Designation : HR Associate

Duration : Jun 2021-july 2022

Primary Skill : End to End Recruitment cycle

Roles and Responsibilities

- Implementing human resources procedures
- Maintaining records
- Maintaining human resources information confidentiality
- Sourcing->Screening ->Scheduling->Interviewing-> Following up->On boarding
- Sourcing the Candidates through Job Portal like Naukri, LinkedIn and also through Reference
- Screening the Candidate based upon the Educational qualification, skills, Communication skill and experience
- Searching resumes through internal databases, references and external entities like, Mass Mailing through job boards, Job Posting
- Screening, filtering & short listing resumes according to Client specifications. Briefing the candidates about the job profile, salary package, organization
- Maintaining tracker on daily, weekly and monthly basis
- Scheduling face-to-face and telephonic Interviews for the shortlisted candidates

Academic Background

- MBA in HR & Marketing Management from Nehru Institute of Information Technology and Management, Coimbatore TN from 2019-21 with 76.5%.
- BCom with Computer Application from Kvs college of science and Technology, Adoor KL from 2016-19 with 61.46 %.
- HSC from T.M.G.H.S.S, Peringanadu from 2014-16, with 66.58%.
- SSC from ST.MARY'S M.M.G.H.S, Adoor in 2014 with 83.33%.

Professional Skills

- Good communication skills (verbal & written).
- Proficient in MS Word, Excel and PowerPoint.
- Well organized details oriented and ability to multitask.
- Ability to lead teams, providing direction and supervision wherever applicable.
- Knowledge in hiring process & social media marketing.

Project Work

- A Study on the Relationship between organizational climate & Job satisfaction of employees pertaining for Mani Foods Ltd
- A Study on Employee Job Stress in Fertilizers & Chemicals Travancore Ltd, Kochi
- Social Media Marketing intern at LUDIFU

Hobbies

- Playing E-games
- Cooking
- Listening Music

Personal Details

DOB : 22/02/1998
Gender : Female
Languages Known : English, Malayalam
Marital Status : Single
Religion : Christian
Nationality : Indian
Passport NO : T3733952

Declaration

I hereby declare that all the above information is true to the best of my knowledge

Place : Adoor

Date : 19/08/2022

Signature

Fenny C Varghese