



## Contact

### Phone

7907195727

### Email

[stephyjackson1997@gmail.com](mailto:stephyjackson1997@gmail.com)

### Address

2<sup>nd</sup> Main, 8<sup>th</sup> A Cross, Maruti Nagar, Yelahanka, Bangalore-

## Education

### MBA – HR and Healthcare (2019-2021) - 80%

Koshys Institute of Management Studies, Bangalore. (Bangalore North University)

### Diploma in Computer Application (2018-2019) - 90%

Wintech Institute of Technology, Kollam, Kerala.

### BA English Literature with Journalism (2015-2018) - 64%

Don Bosco College of Arts and Science, Kollam, Kerala.(Kerala University)

### Higher Secondary (2013-2015) – 68%

Mayyanad Higher Secondary School, Kerala (Kerala State Board)

## Language

**English** : Read, Write, Speak

**Hindi** : Read, Write, Understand

**Malayalam** : Read, Write, Speak

**Kannada** : Understand

**Tamil** : Speak, Understand

## STEPHY JACKSON

### Associate – Human Resources

To secure the post of HR Executive in your company, where I can use my inter-personal skills while learning and contributing towards the growth of the organization.

## EXPERIENCE

### Jan 2022 – Sep 2022

#### Cytecare Cancer Hospitals, Bangalore

##### HR Associate

##### Roles and Responsibilities:

- Complete File Management and Document Verification
- Co-ordinating with end to end Recruitment activities
- Ensuring smooth and effective on-boarding process
- Issuing JD, ID Cards & all kinds of letters
- Co-ordination with vendor for Food Cards
- Managing queries with HRIS (adrenalin) and biometrics
- Giving employee inputs (pan, address, bank details etc..) for payroll
- Addition and Deletion of data for Group Personal Accidents
- Compliances, Aadhar seeding / KYC verification for PF
- Giving employee inputs for ESI Insurance Number
- Assisting in training, induction and employee engagement activities

### Nov 2020-Dec 2020

#### Aster CMI Hospital – Hebbal

##### Intern – Quality Department

##### Role:

- Lama Dama Audits
- Maintaining Data of Covid Patients
- Tracking Incident reports , root cause and corrective actions
- Preparing SoPs, Manuals, Policies required for NABH

## ACHIEVEMENTS

##### Participated in :

- 5 days **Management Development Program** On “**Awareness On Export Business**”
- Online Quiz – **HRM – Functions and Processes**
- National Webinar on “**COVID-19 challenges in India and Innovative Thoughts for Success**”

## BIODATA

Name : Stephy Jackson  
Age : 25  
Gender : Female  
Marital Status : Single  
Father's Name : Jackson Chrysostom  
Mother's Name : Merlin Jackson  
Hobbies : Reading, Listening to Music  
Interests : Learning, Volunteering  
Phone Number : 7907195727  
Email ID : stephyjacksson1997@gmail.com

## DECLARATION

I hereby declare that the information provided above are true to the best of my knowledge and belief.



STEPHY JACKSON