

FINCY JOSEPH. P

Puthenpurackal House,
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Konthuruthy ,Thevara P.O
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PERSONNEL DETAILS

Date of Birth: 27 Feb, 1993

Gender: Female

Nationality: Indian

Marital Status: Married

Father's Name: P. M. Joseph

Passport No: Z6991475

Passport Expiry Date: 11/11/2028

COMPUTER LITERACY

- MS OFFICE
- Basic Internet

LANGUAGES KNOWN

- Malayalam
- English
- Arabic
- Hindi
- Tamil

INTERESTS

- Drawing

CAREER SUMMARY

Detail-oriented and people-oriented professional with 3+ years experience in HR. Strong knowledge and communications skill have led me within the depth understanding and good knowledge in managing payroll and office administration.

WORK EXPERIENCE

- Badr Al Samaa Group Of Hospitals & Polyclinics – HR Coordinator Cum Reception In charge - Nov,2019 – Nov,2022
- International Academy – HR Trainee – Nov,2018 – Nov,2019
- DENWUD Exim India LLP – Office Admin- 2015 – 2018

KEY SKILLS

- Employee relations
- Onbaording
- Teamwork and Collaboration
- Scheduling
- Payroll management

EDUCATION

• **Master of Commerce:2013-2015--75%**
Sacred Heart College Thevara, Kochi.

• **Bachelor of Commerce:2010-2013--83%**
Sacred Heart College Thevara, Kochi.

• **Plus Two:2010--80%**
Sacred Heart Higher secondary, Thevara, Kochi.

• **S.S.L.C:2008--84%**
C.C.P.L.M Anglo Indian High School, Thevara

ADDITIONAL QUALIFICATION

- Tax practitioner course May 2013
- Tally 7.2

PROJECTS DONE

- A study on Financial and Non-Financial schemes provided by the FISHERIES DEPARTMENT to fishermen(2015).
- Brand preference for mobile phones in Ernakulam city (2013).

WORKSHOPS ATTENDED

- Lead world 2013 (Leadership for Change)

ACHIEVEMENTS

- Consistency in academics.
- Secured 1st prize in CARTOONING in the interdepartmental literacy-cultural competition “HRDYASARGASANGAMAM 2012-13”
- Secured various prizes for PRABHASHANAM (Sanskrit) competition under Ernakulam Educational Sub-District Sahithyolsavam.
2006-07 B grade
2005-06 3rd B grade
2004-05 2nd A grade
- Secured 1st prize in News Paper Making competition 2006
- Secured 2nd A grade in THIRUVATHIRAKALI in Ernakulam Educational Sub-District Yuvajanolsavam.

REFERENCE

Fazil V. P
Group HR Manager
Badr Al Samaa Group of Hospitals & Polyclinics
Ruwi, Muscat
Ph: +968 98466880

DECLARATION

I hereby acknowledge and declare that all information above provided by me is true.

Place: Muscat
Date:

Faithfully,
Fincy Joseph P