



JERIN JACOB

HR Executive

To gain a dynamic and challenging role that will offer me the best opportunity for further development of my abilities, skills and knowledge in an established firm with long term career growth possibilities.

★ WORK EXPERIENCE

WAHY LAB SOLUTION KAKKANAD
HR EXECUTIVE / RECRUITER
JAN-21 -AUG-21

RESPONSIBILITIES

responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and group interviews, and can help us recruit faster and more effectively.

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
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MALABAR EXTRUSION PVT LTD PEPPATHY
HR EXECUTIVE SEP'21 -MAR'23

- Design compensation and benefits packages
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Create and run referral bonus programs
- Supervising the day-to-day operations of the Human Resources department.
- Ensuring all the employees comply with the HR policies.
- Creating new HR policies and updating the existing ones.
- Counseling employees as and when required.
- Conducting exit interviews to identify the reason for termination/resignation.
- Organizing events and conferences for the employees.
- Managing workplace safety issues and complaints.

★ EDUCATION

MBA HR & Marketing
Bmc Thrikkakara - 2020

BBA
Bpc College Piravom - 2017

HSE
Hail Mary EMRHSS Perumbilly - 2014

SSLC
Govt HSS, Mulanthurthy - 2012

★ COMPUTER PROFICIENCY

MS OFFICE



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Nellikuzhy Puthenpura (H)
Pulickamali P O, Pambra
Mulanthurthy , Ernakulam
Pin- 682314,INDIA

★ SKILLS

Organizational Skills

Decision Making Skill

Listening Skill

Reading People Skills

Motivating Skills

★ LANGUAGES KNOWN

English

Malayalam

Hindi

★ Hobbies

Solving crosswords and puzzles

Listening to music

★ Internship

Organizational study as HR in Cherian
Varkey Construction Company in
Kadavanthra (2020)

Marketing Internships in

1. Bismi Hypermarket, Palarivattom
2. Big Bazaar, Vyttila
3. Trends, Kadavanthra

★ Extra Curricular Activities

N C C - C Certificate