



Date of Birth: 13.02.1979

Nationality: Indian

State : Kerala

Gender:Female

PASSPORT NO: N3946630



9447406500



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zeena.e.s@gmail.com

PERSONAL STRENGTH

- *Self - motivated and confident for any type of work*
- *Easily adaptable to new task*
- *Good communication and corresponded skills*
- *Excellent Team management & make decisions according to the situation.*
- *Fast learning capability, efficient execution & Hard work*

PERSONAL DETAILS

Father Name : P V Varghese (Late)

Mother Name: Rosamma Varghese

Date of Birth: 13th February 1979

Residing Place : Vytilla,Ponurunni

Marital Status : Separated

Zeena Rose Varghese

- **Master of Business Administration [MBA]** in Human Resource Management [2010] from Indira Gandhi National Open University.
- **Post Graduate Diploma in Human Resource Management [PGDHRM] [2009]** from Indira Gandhi National Open University.
- **Post Graduate Diploma in Management [PGDIM][2008]** from Indira Gandhi National Open University.
- **Batchlor of Business Administration [BBA]** from Madras University [2002]

EXPERIENCE

Career:Having 15 years of Experience as “**ASST. MANAGER-HR**”

- **Admin Executive - Amrita Softwares and Technologies - Administration [July 2002 – Aug 2003]**
- **Assistant Manager – HR**
Geojit BNP Paribas Financial Services Limited. Kochi [Sep2003 -Nov 2012]
- **Mobilisation Manager [Continental Overseas Recruitment]- [Nov 2012 - May 2013]**
- **Payroll Management, Office Administration, Computer Instructor – Primary Division [June 2014 – February 2019]**
Kendriya Vidyalaya Port Trust Kochi.
- **Corona Lockdown period**
Online Teaching - 2020- Still continuing
- **Business Development Executive**
Intercad Systems PVT Ltd – Business Development Executive – July 2022 - Still continuing

DUTIES & RESPONSIBILITIES HELD

- Payroll Management- Salary disbursement Data preparation and Audit closing.
- Supervising Leave and Personal File management
- Statutory Management Monthly Report Management, Annual Return filing.
- Recruitment & Training Co-ordination.
- HR Report preparation and consolidation for Budget reparation.