

## Zeena Rose Varghese



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](mailto: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: 13<sup>th</sup> February 1979

Residing Place : Vytilla,Ponurunni

Marital Status : Separated

### EDUCATIONAL QUALIFICATION

- **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

### HR SKILLS

- End to end recruitment
- \*Joining & Exit formalities
- \*Induction & Training
- \*Employee Engagement
- \*Employee grievances
- \*Performance appraisals
- \*Statutory Compliance
- \*Payroll processing