



JIKSON JACOB

HERE'S MY STORY:

Certified and Talented Human Resources Professional Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation.

WORK EXPERIENCE

HR Administrator Intern

MYG, KERALA
JUNE 2023 - SEPTEMBER 2023

- Recruitment
- Interview scheduling
- Hiring
- Mygian app, shift, uniform policy, week off/ casual leave
- Documentation
- Punching
- Issuing uniform, tags

Marketing Executive

KASARGOD, KERALA
FEBRUARY 2021 - AUGUST 2021

I have done with an internship program as marketing executive in a web-designing firm named Dwellsmith Designs, Kasargod, Kerala for a period of six months.

EDUCATIONAL INFO

Wissen International HR Academy, Kaloor, Kerala 2023

CGHR CERTIFICATION, HUMAN RESOURCES CERTIFICATION

- Sound understanding of the duties of a Human Resource Executive in the organization.
- Ability to develop new employee friendly plans and implementing the same for the better output, attracting more business modules from the clients.
- Good knowledge of recruiting, sourcing, screening and short-listing the candidates during the recruitment process, as required by the company.

Karnataka College of Management, Bengaluru 2021

MBA IN MARKETING AND HUMAN RESOURCE

**Kristu Jyothi College of Management And Technology
MG University, Changanacherry** 2018

BACHELOR OF COMPUTER APPLICATION

LET'S CHAT:

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PROFESSIONAL SKILLS

Recruitment and selection
Talent Acquisition
Email and Telephone Etiquette
Communication skills
Decision-making
Problem-solving
Time management
Performance management
Payroll management
Interviewing
Candidate sourcing
Compensation and Benefits
Exit process
Pre-employment screening
Organizational development
HR Policies
MS Office

LANGUAGE SKILLS

ENGLISH
MALAYALAM