



PROFILE

An HR Professional with good communication skill, ability listen and flexible to the environment, with strong decision-making skills and team management skill. As an experienced professional, I am looking forward to work with an organization that offers a good working climate, which helps to learn and excel my career while upholding the organizational rules and policies in an effective and efficient manner with special reference to the society.

CONTACT

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ACTIVITIES AND INTERESTS

- Meeting new people
- Listening to songs
- Travelling
- Spending time with friends and family

SKILLS

- Listening Skills
- Decision- Making skills
- Flexible
- Communication Skill

MARGRET MATHEN EAPEN

EDUCATION

- **MHRM** – Nirmala College Muvattupuzha, Kerala – (2020-2022)- 78%
- **BBA** – Al Azhar College of Arts and Science, Thodupuzha, Kerala – (2017-2020) – 64%
- **+2** – St. Mary's H.S.S Arakulam, Kerala – (2015-2017) – 72%
- **SSLC** – Shanthal Jyothi Public School, Muttom, Kerala – (2015-2015) – 70%

INTERNSHIPS

- HR Intern at Brahmins India Pvt Ltd during the year 2022 for a period of 2 Month with special reference to the topic Employee retention.
- HR Intern at Malankara Plantations Ltd during the year 2020, for a period of a Month, with special reference to the topic Labour absenteeism.

EXPERIENCE

- HR Assistant- Amazon India (July 2022- January 2023)
Managed the Leave and Accommodation of the US employees, verifying the documents and taking decision with reference to the organizational rules and policies.

CERTIFICATON

- Fundamentals of Digital Marketing- Google
- Managing Project risks and Change – University of California
- Foundation: Data, Data, Everywhere- Google
- Introduction to Microsoft Excel- Coursera

PUBLICATION

- Published a paper on the topic A study different types of loan schemes in new generation Bank with special reference to ESAF, Bank of Baroda, Catholic Syrian Bank in International Journal of Management Technology and Engineering Vol.8 VI, June 2019, ISSN: 2249-7455

SKILLS

- Collaborative
- Highly Organized
- Initiative- Driven
- Goal- Oriented
- Employee Relation
- Employee engagement
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Team Management
- Multi-Tasking
- Human Resource Management

MEMBERSHIPS

Member of National Institute of Personnel Management (Kerala Chapter) with Membership no: SK10804

REFERENCE

- Adv. Gibu Jacob Philip
Legal Manager
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DECLARATION

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.



Margret Mathen Eapen