



NEENU ALLEN VARGHESE

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SUMMARY

Aspiring and skilled graduate willing to be placed in an esteemed organization and grow professionally. Academic background includes Master of Business Administration. Dedicated professional with superior communicative and managerial skills.

WORK EXPERIENCE

VIBGYOR GROUP

06-06-2022 – 03-07-2023

HR ASSISTANT

Worked as an HR Assistant in VIBGYOR Group, Thiruvalla, India

JOB RESPONSIBILITIES

- Assist with day to day operations of the HR functions and duties
- Provide administrative support to Human Resources Department
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

NCS GROUP

14-02-2020 – 05-05-2022

Admin cum Procurement Executive

Worked as Admin cum Procurement Executive in NCS Group.

JOB RESPONSIBILITIES

- Asset Management
- Managing Service Calls
- Maintenance of the filing system
- Assisting HOD (Asset Management Department)
- Quick responds to query mails
- All procedures related to purchase the required items
- Preparing weekly reports and submitted to the Head of the Department

Believers Church Medical College Hospital

03-01-2018 – 05-10-2019

HR Trainee

Worked as an HR Trainee in Believers Church Medical College Hospital, Thiruvalla, India

JOB RESPONSIBILITIES

- Recruitment & Joining
- Training & Development
- Performance & Personal File Management
- Leave Management
- Manpower Planning
- Salary Transition (In Salary Transition time, assist the HR for the work and updated the new salary details in HRMS Software)

TECHNICAL EXPERTISE

- Recruitment
- Technical Writing
- Presentation and Designing
- Information Technology - Windows (All Packages)
- Communication (Verbal and Writing)
- Project Management
- Time Management
- Risk Management
- Data Analysis and Strategy

EDUCATIONAL QUALIFICATION

Course	Board / University	Year
MBA (HR)	Mahatma Gandhi University, Kottayam, Kerala, India	2016-2018
BBA	Mahatma Gandhi University, Kottayam, Kerala, India	2013-2016
XII	Board of Higher Secondary Examination	2012-2013
X	Board of Higher Secondary Examination	2011

CERTIFICATIONS

Human Resource - MACFAST

Marketing- MACFAST

Industrial Visit - Reserve Bank of India, Infopark (Several Companies)

Outbound Experiential training(OET) -Leap, Coimbatore

INTERESTS

- Interact with new people
- Listening music
- Reading Articles
- Travelling

PERSONAL SKILLS

- Comprehensive problem solving abilities
- Excellent verbal and written communication skills
- Ability to strike a friendly chord with any kind of personality and versatility
- Quick adaptability and novel ideas and technologies
- Ability to deal with people diplomatically.
- Team Builder
- Interpersonal Skills
- Willingness to learn

- Leadership
- Counseling
- Mentoring
- Ability for good negotiation skills

REFERENCES

1 Mr. Leslie Varghese

Head of the Department
VIBGYOR Group, Thiruvalla
leslie@vibgyorgroup.in
Tel: +91 9447736197

2. Mr. Ajith K R

Head of the Department
Asset Management Department
NCS Group, Thiruvalla
ajith@ncscorp.org
Tel: +91 9207702770

3. Mrs.Nissy Eapen

Senior HR Officer
Believers Church Medical College Hospital ,Kuttapuzha, Thiruvalla
nissyeapen@bcmch.org
Tel: +91 9744609490

ADDITIONAL INFORMATION

Passport details:
Passport Number: V8077430
Date of birth: 29-06-1995
Marital status: Married
Nationality: Indian

DECLARATION

I hereby declare that the above mentioned information is correct and I bear the responsibility for the genuineness of the above mentioned particulars.

Date :

Place: