



Jinny Merin Joseph

CAREER OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum

PROFESSIONAL EXPERIENCE

- Recruitment Officer at H.E.C.A HR Consultants from July 2019 to April 2020
Address: Elakulam, Kochi, KL 682020
- HR ASSISTANT CUM Career counselor at IVS study links January 2021
Address: Edapally ,Kochi india
- Recruitment Officer at Go Talent HR Solutions from July 2022 to September 2023
Address: Palarivatom, Kochi, KL 682025

Key Responsibilities –

- Sourcing fresher's and experienced candidates through institutions and social media. Coordinating their interview process.
- Approach corporate to seek information on vacancies available for freshers and experienced
- Follow up with candidates and corporates.
- Advertising the upcoming vacancies and follow up with enquiries
- Employee Records Management: Ensured precision and confidentiality in maintaining employee records, covering personal details, performance appraisals, and training histories.
- Career Counseling: Offered guidance and support to employees pursuing career growth, providing advice on skill improvement, training initiatives, and potential advancement paths.advertising the upcoming vacancies on various job portals and follow up on the job application.
- Offered personalized career guidance and provided advice on skill enhancement.

MOBILE

+971 566243821

EMAIL

jinnymjoseph@gmail.com

LINKEDIN

linkedin.com/in/jinny-merin-joseph

PERSONAL DATA

Father's Name : Joseph Chacko

Date of Birth : 26-04-1998

Sex : Female

Religion : Christian

Nationality : Indian

Marital Status : Single

Passport No : U8618934

Visa Status-Visit (Valid till 24-01-2024)

LANGUAGES

- English
- Hindi
- Malayalam

ACADEMIC QUALIFICATION

- Bachelor of Business Administration, Mahatma Gandhi University (MGU)
- Advanced Diploma in Human resource Management Bharath Sevak Samaj Vocational Education.
(A central government certifying authority)
- 12th from CMS HSS, Board of Higher Secondary Examination

SOFT SKILLS

- Proficient in articulating ideas clearly, and effective in written correspondence.
- Skilled at handling interactions with people in a tactful and effective manner.
- Experienced in working collaboratively to achieve project goals and milestones.

TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Comfortable using social media platforms and navigating the web for research and communication
- Proficient in job posting
- Social media Recruitment

DECLARATION

I hereby declared that the information on furnished here about me is true to the best my knowledge