

JEFFIN JOSHY

To be a part of your successive organization in which I can contribute knowledge, skills for the progress of any career and development of my abilities, potentials and work to acquire fulfilment in the field I have chosen.

Experience

- Working as HR Executive in P & D Engineers, from January 2020.
 - Recruitment. Joining Formalities. Time Office and Attendance. Payroll. Maintaining Employee data. Preparing Reports.
 - Maintaining human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
 - Maintaining personnel file records of the employees
 - Filing of employees personal certificates.
 - To look after administration function in absence of concerned person.
 - Deal with employee requests regarding human resources issues, rules, and regulations
 - Properly handle complaints and grievance procedures.

- Worked as HR Assistant in Skylite roofings, Ernakulam from September 2017- December 2019.
 - Assisting with day to day operations of the HR functions and duties
 - Providing clerical and administrative support to Human Resources executives
 - Assist our recruiter to source candidates and update our database
 - Compiling and updating employee records (hard and soft copies)
 - Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
 - Deal with employee requests regarding human resources issues, rules, and regulations.



Date- 10/10/2023



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- Worked as HR intern in Asahi India Glass Ltd, Chennai from January 2017- March 2017 and acquired the skills of Recruitment and Training of employees.

Education

Class/Graduation	School/College	Year of Completion
MBA (HR-Marketing)	Acharya Institute of Technology, Bangalore	2017
B.COM Travel & tourism	Siena College, Edakochi	2015
12	Cardinal Higher Secondary school, Trikkakara	2012
10	Sacred Heart High School, Thevara	2010

Computer/Software Proficiency

- Ms Office(Word, Excel, Photoshop)
- Digital Marketing(Base)

Skills and Qualities

- Managerial and Organising skills
- Leadership skill
- Communication skills
- Ability to work in team
- Accountability
- Dedication
- Sourcing, Recruiting

Personal Details

- D.O.B- 04/10/1993
 - Gender- Male
 - Father's Name- Joshy Xavier
 - Languages Known- Malayalam, English, Tamil, Hindi
 - Interest and Hobbies- Travelling, Camping, Riding Bike, Interacting with people
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