



GITHIN MATHEW VARGHESE

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Kottayam, Kerala

KEY SKILLS

Interpersonal communication
Organization
Time management
Administration
Microsoft Office
Problem solving
Maintaining professional relationships
Customer service

LANGUAGES KNOWN

English
Hindi
Tamil
Malayalam

EXPERIENCE

HR EXECUTIVE

KOSAMATTAM FINANCE (2021- 2023)

- Assisted Human Resources department with various projects including handling confidential documents.
- Assist in the development, implementation, and administration of company policies, procedures, and programs.
- Provided administrative support and general administrative assistance.
- Experience in handling recruitment, onboarding, employee grievances and employee engagement.
- Active engagement in the promotional activities of the company.

MARKETING ASSOCIATE

AMSTER GROUP (2019-2021)

- Responsible for handling clients end-end immigration process.
 - Cold calling potential new clients and creating new business relationships.
 - Document handling and creating new client profiles.
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EDUCATION

MBA HR & MARKETING (2017-19)

APJ Abdul Kalam Technological University , Kerala

B.Com (2014-17)

MG University, Kerala