

Curriculum Vitae of

NIMMY VERGHESE

PERSONAL INFORMATION



Email: nishanimmy753@gmail.com

Location: Alappuzha, Kerala

Language: English, Malayalam

Mobile Number: 8289829509

CAREER OBJECTIVE

Aspiring to join an organisation as an HR Recruiter where I can provide support with recruitment, onboarding, training and other HR functions.

PROFESSIONAL SOFTWARE SKILLS

Strong Communication Skills, Knowledge of MS Office, Management Skills, Building relationships, Team Work

WORK EXPERIENCE

May 2021 -
Sept 2022

HR Associate
St. Gregorios
Medical Mission
Hospital (NABH
Accredited
Hospital)

Pathanamthitta,
Kerala, India

RESPONSIBILITIES:

- Resourcing, Screening and Shortlisting resumes through various job portals.
- Conducting Telephonic and Personal Interview with the HR Manager.
- Support in handling of the employee's attendance.
- Managing HR records including resumes, employee forms.
- Conducting employee orientations.
- Maintaining a healthy communication system towards the employees.
- Enrolls new employees by issuing forms and applications, verifying completion.
- Ensuring that the candidates are informed about the employee benefits.

INTERNSHIP EXPERIENCE

Feb 2021-
May 2021

HR Intern
St. Gregorios
Medical Mission
Hospital (NABH
Accredited
Hospital)

RESPONSIBILITIES:

- Screen resumes and application forms.
- Post, update and remove job ads from career pages.

<p>May 2020- July 2020</p>	<p>Pathanamthitta, Kerala</p> <p>HR Associate Hedge Equities Ltd.</p> <p>Kochi, Kerala</p>	<ul style="list-style-type: none"> • Schedule and confirm interview with candidates. • Address employee queries about benefits. • Maintaining employee's personal files and records. <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assist the recruitment team in screening resumes. • Files documents and answers client and employee enquiries. • Scheduled interviews and confirms interview with shortlisted applicants. • Conduct background and reference checks for selected candidates. 	
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PROJECTS

- A Study on Effectiveness of Training Programme
- A Study on effectiveness of Recruitment and Selection process

EDUCATION

- 1. Canterbury Christ Church University**
Kent, United Kingdom
MBA International Business
Sep 2022 - Sept 2023 (Graduated)
- 2. Karunya Institute of Technology and Sciences**
MBA (HR and Logistics)
2019-2021
- 3. K G College**
Kottayam, Kerala, India
Bachelor of Business Administration
2016 - 2019

TRAINING & CERTIFICATIONS

- 1. Microsoft Office Expert**
Feb 2020 - March 2020
- 2. Preparing to Manage Human Resources**
May 2020 – June 2020
- 3. Introduction to Psychology**
June 2020- July 2020

DECLARATION

I hereby declare that the information contained here is true and correct to the best of my knowledge and belief.

Nimmy Verghese