**C U R R I C U L U M V I T A E**

**Jisha Joseph**

**Female, MBA(HR and Marketing)**

**Contact Information »**

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**Sharjah,UAE**

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**Career Objective:**

To obtain a position and to undertake responsibilities in a progressive and professionally managed organization under superior guidance, where career prospects are unlimited so as to utilize my skills and abilities to the optimum possible extent, thus facilitating my career growth and to give back the organization much more than they give me.

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| **Educational Qualification:** |  |
| **Name of the University Percentage of Marks** | **Year of passing** |
| **MBA (HR**) From BMIM,M.G UNIVERSITY - **66 %** | **2007** |
| BSC From S,H College ,M.G.UNIVERSITY - **79 %** | **2005** |
| + 2 Bio- Maths From SNDPHSS - **63%** | **2002** |
| SSLC From SNDPHSS – **81%** | **2000** |
| **Experience:** |  |

# Currently working in MNC EuMed Services( p) ltd from 2018 April to 2023 August in the HR department

Salary processing , attendance and leave management , insurance related processing , employee screening and short listing and conducting interviews ,exit formalities , disciplinary action , petty cash handling, dealing sales team with Operational Manager , co-ordination, advertisement, and other general and administration duties , pending dues follow up etc..

**HR and Administration Department of K.B.P.S,( Kerala Books and Publications Society Kakkanad on temporary duty.2014-2018**

# Roles & Responsibilities

Was reporting to M.D Collector **Sri.Rajamaicam IAS** and followed by M.D **Sri.Tomin .J Tachankary IPS** as C.A (Confidential Assistant ) for him, to do all the govt and other business related documentation , travel arrangement, meeting and other official arrangements ,along with that I was working in the HR AND Admin dept ,and my duties were Attendance maintenance, Salary processing, Recruitment, candidate selection processing, Exit formalities , disciplinary actions, co-ordination of purchase and sales related works, advertisements, Civil works, documentation and other general HR and Administration activities..…

**Previous Experience:2010-2014**

**Branch Co-ordinator: A Lavazza Company ( An MNC in FMCG Sector )**

**Roles & Responsibilities:-**

# Supporting all the branch activities along with the branch Manager

HR & Administration, Co-ordination with the entire departments, Documentation for Pre & post sales activities, billing and payment updation, co-oridinating quality related , service related and logistics problems in the branch., Hr, Recruitment, administration ,all the processing and updation in company software etc…din

provide of audit & payment and carrier con

**Computer proficiency**

Basic Knowledge in MS Office, MS Excel, Power Point & Internet.

**Projects Presented:**

* Organization Based Study on The functional Areas of **VERTEX SECURITIES LTD, COCHIN.**
* Mini project on vehicle pollution and its impact on environment.
* Main Project on Job Sati satisfaction among the Employees of **TCC**, CochinSocial Project

:Impacts of Strikes and Harthals faced in the society

* Industrial Project :- An Evaluation of Performance Appraisal in Chemicals and Proteins LTD, Kochi.

**Workshops attended**

Micro lab, personnel effectiveness, Leadership skills, Team Management. Effective communication skills.

**Achievements**

Rewarded with an ***LED Television*** form Lavazza for the performance in the year 2012,

**Personal details**

**Blood Group :** O +ve

**Nationality :** India

DOB : 14/09/1984

# Marital Status : Married

# Visa status : Husband visa

**Language known :** English, Hindi, Malayalam

Reference : On request

**DECLARATION:-**

I hereby declare that all the above furnished details are true and correct to the best of my knowledge and belief.

Jisha joseph