



MEENA JACOB

MASTER OF BUSINESS ADMINISTRATION (HR)

PROFILE

MBA in Human Resource Management with 6 years professional experience in HR and Administration department. Comprehensive knowledge on HR, Administration, Public Relation, Accounting and Insurance works. Demonstrates flexibility and adaptability in daily work and to changing strategy procedures.

CONTACTS



+971-545072253



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12th floor
Near Sahara
Mall Al Nahda,
Dubai- Sharjah
Border



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meenajacob13@gmail.com

PERSONAL DETAILS

- Date of Birth :- May 13, 1991
- Gender :- Female
- Marital Status :- Married
- Father's Name :- MD Jacob
- Nationality :- Indian
- Languages Known :-

QUALIFICATION

- **Master of Business Administration- Mahatma Gandhi University, Kottayam, Kerala, India (September 2013)**
- **Bachelor of Business Administration- Mahatma Gandhi University, Kottayam, Kerala, India (March 2011)**

CERTIFICATES

- **Public Relations (Short Course) - Oxford Home Study Centre (June 2022)**
- **Project Management (Short Course) – Oxford Home Study Centre (May 2022)**

YEARS OF EXPERIENCE

- **6 years of experience in HR and Administration department (Human Resource Executive, Public Relation Officer and Executive Assistant)**

COMPUTER SKILLS

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint
- Google Spreadsheet, Payroll

EMPLOYMENT HISTORY

- **Organization Name:- Palathra Group, Kerala, India**



Department	: Human Resource Department
Position	: HR Executive
Date of Employment	: 01st June 2020 to 15th July 2022

English, Hindi,
Malayalam, and Tamil

- Religion :- Christian

PASSPORT DETAILS

- Passport Number - U8120660
- Place of Issue – India
- Date of Issue - 02/11/2020
- Date of Expiry - 01/11/2030

PERSONAL SKILLS

- Ability to deal with all levels of management in a professional manner.
- Good interpersonal skills.
- Confident and determined.
- Able to finish assigned job in scheduled time period.
- Willing to take challenging tasks.
- Open minded with positive outlook.

ACHIEVEMENTS

- Received management fest certifications.
- Elected as CFO of HR club.
- Coordinated Walkathon program and CME programs in hospital.
- Scored in IELTS Exam (April- 2017) Overall Band Score-7.0
- Coordinated training programs for employees in association with ASK training center.
- Attended panel discussion organized by The Indian Society for Training and Development, Kochi Chapter.

REFERENCES

References will be furnishes upon request.

ROLES AND RESPONSIBILITIES

- Maintaining a detailed record of the company's employee
- Administering all the hiring processes of new employees
- Supervising the day-to-day operations of the HR department
- Organizing events and conferences for the employees
- Executing the employee's annual review procedures
- Planning and designing employees benefit packages
- Maintain and recording employee attendance

EMPLOYMENT HISTORY

- **Organization Name:- Muthoot Healthcare Centre, Kerala, India**



Department : Accounts Department
Position : Junior Executive Officer
Date of Employment : 16th November 2017 to 07^h January 2019

ROLES AND RESPONSIBILITIES

- Handling Employee State insurance and Ex- Servicemen contributory health scheme insurance
- Successfully managed online insurance billing
- Preparing insurance bills and necessary documents for Cashless and reimbursement purpose
- Coordinated and maintained yearly and monthly accounting statements
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation.
- Maintain a database of clients, customers and other

- **Organization Name:- Pushpagiri Medical College Hospital, Kerala, India**



Department : Administration
Position : Public Relation Officer
Date of Employment : 25th February 2014 to 25th September 2016

DECLARATION

I MEENA JACOB hereby declare that the above information contained herein is true and correct to the best of my knowledge and belief.

Place: Dubai

Date:

MEENA JACOB

ROLES AND RESPONSIBILITIES

- Assisted nearly 20 outside medical campaigns in rural and urban areas.
- Handling Karunya Benevolent Fund insurance scheme under Kerala State Government
- Coordinate all the procedures related to admission, transfer and discharge of patients.
- Dealing with enquiries from the public, the press, and related organizations.
- Issue different types of Medical Certificates
- Greeting and directing visitors and new staff to the administration department.
- Make necessary arrangements for exam and inspection purpose.
- Scheduling meetings and appointments in Public Relation department.

PROJECTS

- A study on “**Job Satisfaction of Employees**” at **HLL Life Care Limited, Akkulam, Trivandrum, Kerala**



- Organizational Study at **Nirapara Roller Flour Mills, Changanacherry, Kottayam, Kerala**



- A study on “**Performance Appraisal on Employees**” at **Apollo Tyres Ltd, Ernakulam, Kerala**



INDUSTRIAL VISITS

- Hindustan Paper Factory, Vellore, Kottayam
- Brahmos Aerospace Limited, Trivandrum
- My Food Roller Flour Mills, Mylapra