



BLESSY ELSA JOHN

HR ASSISTANT



Al Mankhool , Dubai, United Arab Emirates



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ABOUT ME

To become a successful professional, to work in an innovative and competitive world, and intended to build a career with leading corporate of highly professional environment with committed and dedicated people, which help me to recognize the value of hard work and trusts me with responsibilities and challenges

PERSONAL DETAILS

Date of birth
12.05.1996

Nationality
Indian

Visa status
Visit Visa

Marital status
Married

LANGUAGES

ENGLISH

MALAYALAM

WORK EXPERIENCE

WINDFALL PRODUCTIONS
COCHIN

Jun 2019 - Jun 2020

HR ASSISTANT

- Scheduling job interviews and assisting in interview process
- Recruitment of new employees
- Checking of employee attendance
- Payroll processing
- Conducted Induction and orientation programs
- Maintaining HR databases and files
- Preparing new employee files
- Evaluated Performance Appraisals and New employment assessments
- Addressing any employment relations issues and enquiries

SCOTTIA EDUCATION PVT. LTD
COCHIN

Sep 2020 - Oct 2020

INTERNATIONAL STUDENT COUNSELLOR

- Scheduling interviews for the students
- Maintain employee records
- Providing counselling on policies and procedures

EDUCATION

KARUNYA UNIVERSITY
COIMBATORE, TAMIL NADU
2019

MBA(FINANCE & HR)

KRISTU JYOTHI COLLEGE OF MANAGEMENT AND TECHNOLOGY - MG UNIVERSITY
CHANGANACHERRY
2017

BBA

CERTIFICATION

Professional Certification on Business Analytics and Industrial Relations Programme on Human Resources

ACTIVITIES AND ACHIEVEMENTS

- Participated workshop on Indian Financial Market under Karvy Stock Broking Agency
- Completed value added programme on Business Analytics for future managers
- Accomplished Advanced Excel
- Served as College Arts Club Secretary
- Achieved Industrial Relations on Human Resources
- Achieved Professional certification on Business Analytics

ACADEMIC PROJECTS

- Organisation Study was done at Believers Church Medical College Hospital (BCMCH), Thiruvalla, and has been successfully completed within the 6 months.
- Fundamental Analysis on Automobile Industry with reference Hedge Equities Ltd, Cochin. The project was conducted on January 2019. It was aimed on "Study of Fundamental Analysis on Automobile Industry" and has been completed within the duration of 1 year.
- Project has also done on "Mutual Funds" at Hedge Equities Ltd., Cochin.

PAPER PRESENTATION

- Presented a paper titled "DIGITAL BANKING" in the National Paper Presentation organized by Karunya University

SKILLS

MS EXCEL

TALLY ERP

ADAPABILITY

ORGANISATIONAL SKILLS AND QUICK
DECISION MAKER

TEAM PLAYER

HOBBIES

TRAVELLING , COOKING , LISTENING OF MUSIC