



Address – Hamdan Street,
Abudhabi

Nationality - Indian

Contact

number : 050-2582172

Date of Birth : 19th April 1998

Languages Known

- English
- Malayalam
- Hindi

Skills

- Good Communication
- Leadership quality
- HR skills
- Presentation skills
- Problem solving and decision making
- Team player
- Man Management
- Payroll
- Recruiting

SAVIO JOY

Email ID- saviojoy7@gmail.com

Work Experience

➤ Incheon KIA, Aluva

KIA experience consultant - July 2021-Nov 2021

Job includes sales, marketing and handling all customers from the day of first call till the day of delivery. It includes generating enquiry, collecting leads, follow ups, conversion and customer satisfaction.

➤ Web and Medias, Angamaly

HR, Administrator - Nov 2020-june 2021

Coordinates projects undertaken, communication with clients and employees.

➤ Eden Careers, Muvattupuzha

HR Recruiter (Part time) - July 2021- Nov 2021

Preparing Job descriptions, Collecting CV of candidates, contacting candidates to collect details, Coordinating interviews.

➤ Nitta Gelatin India Limited, Koratty

HR Trainee - June 2019-aug 2019

Assisted in Competency mapping and Assessment centre report of the employees in NGIL. Familiar with tools used for mapping process.

➤ Fairmont Hotel, Jaipur

Internship - Nov 2017-April 2018

Worked as intern in all the core departments of the hotel. Familiar with all the operations in a hotel.

Career objective

To be a part of emerging organisation where I can be a part of the vision through showcasing my talents and skills. And to be in a place where I can maintain work life balance.

Education

- **MBA - HR** - **2018-2020**
CGPA - 7.6
Percentage - 72.20%
FISAT Business School, Mookkannoor
APJ Abdul Kalam Technological University
 - **BSc. Hotel Management and Culinary Arts** - **2015-2018**
CGPA - 3.74
Letter grade - B
Percentage - 72.40%
Naipunnya Institute of Management and Information Technology, Pongam
Calicut University
 - **Higher Secondary** - **2013-2015**
Mark Percentage - 73.33%
Depaul EMHSS ,Angamaly, Kerala state
 - **Matriculation** - **2015**
Mark percentage -86%
ST. Joseph's HSS, Kidangoor, Kerala state
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Certifications

- Certificate in international financial reporting standards, Cert no: E-002181
- Microsoft office specialist, verify.certiport.com XAdb-XMY6
- Industry 4.0 workshop - Malaysia University of science and technology

Academic Projects

- Transformation in Human resource management processes through intelligent systems (2020).
- Study on types of preservatives, additives and colouring agents used in bakery of five star hotels at cochin (2018).

Projects undertaken

- ❖ biGGie (E- Commerce)
- ❖ Home work (Online service)