

PRIYA RANI JOY
MBA : HUMAN RESOURSE / MARKETING



Experience: HR Executive, Kosamattam Finance Ltd

Contact Detail: 📞 7907293891 ✉️ priyaranijoy94@gmail.com

Objective:

To ascend my career, to the position in a reputed organization with an ability to complete & withstand the challenging environment, where I can demonstrate and enhance my performance and potentials pragmatically, with a promise of becoming an asset in short span, delivering, result oriented output.

Academic Details:

<i>EXAMINATION</i>	<i>SCHOOL/COLLEGE</i>	<i>BOARD/UNIVERSITY</i>	<i>YEAR OF PASSING</i>	<i>PERCENTAGE</i>
<i>MBA</i>	<i>Marian International Institute of Management, Kuttikanam</i>	<i>Mahatma Gandhi University</i>	<i>2017</i>	<i>62.17</i>
<i>BCA</i>	<i>BVM Holy Cross College, Cherpunkal</i>	<i>Mahatma Gandhi University</i>	<i>2015</i>	<i>65.25</i>
<i>12th</i>	<i>M.C.V.H.S.S. Arpookara</i>	<i>State Board</i>	<i>2012</i>	<i>75</i>
<i>10th</i>	<i>Holy Cross H.S.S. Thellakom</i>	<i>SSLC</i>	<i>2010</i>	<i>76</i>

Expertise:

- Joining formalities & Exit formalities & HR Generalist activities
- Recruitment & Attendance Management & Performance Management

Key Skills:

- Good listener
- Team facilitator
- Willingness and Ability to learn new things
- Ability to deal with people diplomatically
- Highly committed to deliver on the responsibility assigned.

Achievements:

- Actively participated in many **extracurricular activities** and won prizes.
- Event Coordinator of **Marketing game** Competition of **Caligo 2015**.
- Class coordinator of ASSET (Association of Staff and Student Empowerment Technology) in college.

Work Experience:

COMPANY : KOSAMATTAM FINANCE LTD
DESIGNATION : HR EXECUTIVE
DURATION : OCT 2017- OCT 2019

Jobs & Responsibilities:

- Resourcing, screening and short listing resumes.
- Short listing the resumes based on desired skills and experience.
- Conducting preliminary interview.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Induction & Orientation
- Performance Evaluation.
- Leave management, Compilation & processing of attendance data in attendance system.
- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records.
- Payroll & disbursement of salary
- Enrolling new joiner to esi and updating pehchan cards.

Internship Details:

2 MONTH SUMMER INTERNSHIP IN CARITAS HOSPITAL, KOTTAYAM UNDER HR DEPARTMENT

ACTIVITIES UNDERGONE:

- ☐ Involved in all steps of new staff recruitment process such as issuing application forms, written test, interview, practical examination, medical test, orientation & training program, issuing appointment letter.
- ☐ Attendances checking with department register and punch report.
- ☐ Internal mini file auditing.
- ☐ Issuing different certificates to the needed such as Experience certificate, Still working certificate, Relieving orders, Appointment orders etc.

Personal Details:

- Date of Birth : 29th march 1994
- Permanent Address : Choorakkattu (H) Thellakom P.O Kottayam
- Phone : 7907293891
- Marital Status : Single
- Fathers Name : Joy Joseph
- Mothers Name : Rani Joy
- Languages Known : English, Malayalam.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and if given an opportunity I would be a part of your success and work with utmost dedication.

Place: Kottayam

Date:

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