**Joshua John - CV**

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**CAREER OBJECTIVE: -** The vision is to be a part the top management where I can exercise my domain knowledge, analytical skills and progressive attitude towards the consistent growth of the firm.

**PROFESSIONAL WORK EXPERIENCE: -**

**Job Shop India Pvt Ltd (**June 2016 to January 2019**)**

**HR Executive**

● Handling end-to-end execution of mid management and leadership level searches.

● Explore different ways of getting Profiles for the client requirement - Portals/Social Networking Sites/References/Network of Networks.

● Arranging and coordinating interview meetings of the shortlisted candidates.

● Close participation in finalization process

● Staying in regular touch with the candidate after his joining for 6 months to ensure his settlement into the new organization.

**CogMat Digital Media Pvt Ltd (** January 2019 to January 2020**)**

**ORM Associate**

Tracking and monitoring brand specific conversations and mentions on social media.

Pacify the customers/social audience by giving proper resolution in line with policies  
and empowerment

Categorizing the queries and tag it to the respective departments.

Share feedback with the respective departments wherever required.

Making insightful reports like Daily and Monthly Report for brands to improve their online reputation.

**Freelancing**

**Web Designing (** Feb 2020 to Present**)**

Designing engaging and responsive landing pages.

Integrating client CMS programs and data feeds into websites

Optimizing sites for maximum speed and scalability

Liaising with back-end developers to ensure web and app logic is properly integrated

Ensuring website function and stability across devices i.e. desktop, mobile, tablet

**KEY SKILLS ACQUIRED**

* Creative Thinking
* Team Player

**EDUCATIONAL QUALIFICATION:-**

DON BOSCO COLLEGE - Bachelor of Management Studies (BMS)

Certification course in Digital Marketing from THE DIGITAL BRUNCH

Certification course in Web Designing from IT Vedant