



# Jophy Yohannan

## Profile

As an experienced professional, my primary focus is to obtain a challenging role that utilizes my skills and experience to contribute to organizational success.. I excel in analyzing operational efficiencies and identifying areas for improvement, which has consistently led to enhanced productivity and cost savings. My approach includes developing high-performing teams through targeted training, mentoring, and performance metrics that motivate and empower team members. By fostering a culture of collaboration and accountability, I drive revenue growth and create sustainable competitive advantages.

## Work Experience

April 23

April 25

### Decathlon Sports India Private Limited

Department Manager / Sport Leader Coach ( Dec 2023 - April 2025 )

#### Hiring and recruitment

1. Managing the hiring process, including job postings, interviewing, and onboarding new team members.
2. screen resumes for essential qualifications and relevant experience.
3. Conduct initial interviews to gauge cultural fit, communication skills, and motivation.

#### Onboarding

1. Creating 3 months induction file for new hires
2. Plan for the trainings of new team mates
3. First day induction for new team mates regarding safety as well as the policies of the company.

#### Training and Development

1. Providing product training for the team mates
2. Merchandising/Layout training for new team mates
3. Training for new tools like tableau, cubein, Stock and business, FCS, SFS, Aristi, Effimate

#### Performance Management:

1. Taking regular IDM ( Individual Decision Meeting) of team mates.
- 2.. Mid Year meeting after 6 months and Annual Appraisal meeting on year end for evaluating the team mates.
3. Rewards are given to employees on the basis of their target achievement.

#### Organisational safety and Health

1. Ensure employee safety in work place by regular check of the safety and company operations.
2. Regular team meeting will be conducted weekly with a sports practice.

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Muthanadan (H)  
Thamarachal,  
Kizhakkambalam(P.O)  
Ernakulam  
Kerala, PIN : 683562

## Education

### Master of Business Administration ( HR and Marketing )

APJ Abdul Kalam Technological University,  
Thiruvananthapuram (2021 - 2023)

### Bachelor of Business Administration

MG University, Kottayam (2018 - 2021)

## Expertise

- Leadership
- Decision Making
- Data Analysis
- Coaching and Training
- Planning and Coordinating

## Language

English, Hindi, Malayalam,  
Tamil

## Certifications

- Performance and Reward Management, NPTEL, IIT Kharagpur.

## Projects

- Minor project

Topic: A study on consumer behaviour towards brand preference on mobile phones

- Major project

Topic: An Organizational study on product planning and development in marketing of Kitex garments

- MBA Project

Topic: A study on Quality of Work life and it's impact on Job satisfaction.

## Achievements

- Coordinated Management fests in college ( Best manager event )
- Volunteer of International conclave of ICT Academy
- Participated in various webinars and fests
- Club Head of Student Union
- College Topper
- TCS 10k Run Marathon Finisher

## Personal Information

- Father's Name : M.P Yohannan
- Date of Birth : 13-10-2000
- Nationality : Indian Marital
- Status : Single Passport
- Number : V1846793.  
(Issue Date: 14.06.2021  
Valid Till. : 13.06.2031)



## Work Experience

### Financial Oversight:

1. Manage departmental budgets and expenses.
2. Analyze financial reports and make decisions and action plans
3. Proper stock check and shrinkage management.

Sport Leader( April 2023 - December 2023)

1. Preparation of my Local Sports Project (LSP)
2. Choose my range as per my catchment analysis (Range Selection)
3. Accountable for merchandising and stock.
4. Handle piloting for my department (Margin, Shrinkage).
5. Give regular IDMs & I am demanding with my team.
6. Update planner including events, workshops, and leaves.

### HR Intern at EUROGUARD

July 22

—  
Aug 22

#### Updating Employee Database:

1. Maintain accurate and up-to-date employee records in the HR database.
2. Ensure compliance with data protection regulations.

#### Updating Employee Attendance in Company Software:

1. Manage employee attendance records using HR software
2. Ensure accurate tracking of work hours, leave, and absenteeism.

#### Assisting Manager in Social Media Handling:

1. Support the manager in maintaining the company's social media presence.

#### Planning Events:

1. Organize and coordinate company events, meetings, and activities.



## Reference

Name : Anupam Pandala  
Designation : Store Manager  
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Phone : +918197052987