

TESSY KUNJUMON



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PERSONAL PROFILE

A hardworking, self motivated and responsible Hr Executive Trainee with an outgoing personality and who enjoys meeting challenges and seeing them through, while remaining confident and good-humoured under pressure. A quick learner with the ability to adapt well to new situations and to work as an effective team member.

CAREER OBJECTIVES

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

EDUCATION

- **2022 - 2024** **NIRMALA COLLEGE MUVATTUPUZHA**
Masters in Arts and Human Resource Management
- **2019 - 2022** **AVE STELLA MARIS COLLEGE
RAMAMANGALAM**
Bcom with computer application
- **2017 - 2019** **GHSS KADAYIRUPPU**
Higher Secondary
- **2017** **GHSS KADAYIRUPPU**
SSLC

ACHIEVEMENTS AND AWARDS

NIPM (National Institute Of Personnel Management)

*Attended the conference of NIPM

AGILE HR

*Participated in the Two day national conference

Employee Rights and Obligations Under Labour Laws

*Student development program

A guide to research publications

*Attended one day faculty development program

WORK EXPERIENCE

1. Still working as HR Executive Trainee at Malankara Orthodox Syrian Church Medical College and Hospital, Kolenchery from 24/07/2024 to 24/07/2025

Duties

- Supervisor of seemymachines attenders portal
- File management
- Assisting Time office & Payroll
- Assisting Training & Development
- Assisting Recruitment and Onboarding

2. Completed 4 months of internship at Lakeshore Hospital And Research Centre, Nettoor.

Duties

- File management & auditing for NABH
- Assisting Training & Development
- Assisting Recruitment

3. Completed 30 days of internship at Symega food ingredients Pvt Ltd.

PROJECTS

- Effectiveness of Performance Appraisal Methods
- A study on Human Resource Development
- A study on BSNL employees job satisfaction

SKILLS

- Active Participation.
- Building Relations.
- Positive Attitude .
- Familiarity with Excel.
- Familiarity with windows environment and use of Ms Office.

EXTRA CURRICULAR ACTIVITIES

- National Service Scheme

PERSONAL DETAILS

- Date of Birth: 22-01-2002
- Sex: Female
- Languages: Malayalam
English

REFERENCE

1. HR Department, MOSC

Mail ID : hr@moscmm.org

2. HR Department, Lakeshore Hospital

Mail ID: hrd1@lakeshorehospital.org
