



AKKU JOHN

HR & FINANCE PROFESSIONAL

PROFESSIONAL PROFILE

Dedicated MBA graduate in HR and Finance with 2 year of experience in ISO certification. Skilled in providing high-quality support to drive growth and development across diverse companies. Proven success in designing and implementing training programs to enhance employee performance. Expert in optimizing frameworks, building cohesive teams, and achieving business goals. Strong in reporting, record-keeping, relationship-building, time management, and leadership.

WORK EXPERIENCE

TECHNICAL COORDINATOR

24 May 2023 - Till date

Creste quality & Standardizition Certificates Issuing Services LLC DUBAI, UAE

Duties & Responsibilities

- Collecting application form and forward for approval
- Conduct risk assessment and audit duration calculation
- Liaisoning with audit team members and client
- Post audit activity liaisoning
- Preparing invoices
- Follow up for the audits
- Follow up for the payments
- Accreditation document review and revision
- Preparing estimation
- Identifying audit team
- Planning audit

TEAM COORDINATOR

15 April 2019 - 30 October 2019

Heavens International, Piravom

- Assist with all internal and external HR related inquiries or requests.
- Assists with the organization of the staff social events.

CONTACT

+971557998135

akkujohnvargheese@gmail.com

Dubai Airport freezone
Al qusais Dubai

EDUCATION

MASTER OF BUSINESS
ADMINISTRATION
(HR & FINANCE)
2020-2022

BACHELOR OF BUSINESS
ADMINISTRATION
2016-2019

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

SKILLS

- Team Work
- Time Management
- Leadership
- Fast learning
- Verbal & Written

Communication

EXPERTISE

- MS WORD
- MS EXCEL
- POWER POINT

- Inform clients and provide useful travel material (guides, maps, event programs etc.)
- Collect deposits and balances.
- Suggest suitable travel options that best suite clients' needs.
- Attend webinars, conferences and other educational programs.
- Use promotional techniques and offer different services and offerings.
- Research and study clients' specifications and wishes.
- Suggest suitable travel options that best suite clients' needs.
- Help to client for application of passport, pan card etc.

PROBLEM-BASED RESEARCH WORK

- A study on employees absenteeism at Malabar Extrusions Pvt Ltd.
- Impact of supervisory support on employee engagement in manufacturing industries

ACHIEVEMENTS/ AWARDS

- International English Language Testing System (IELTS) on 2019 with overall 6.0 band.
- NIPM certification on HR Analytics and Metrics.
- Certification on MS excel by G-TEC.

Lead auditor training certification in following standards:-

1. ISO/IEC 22301:2019 Business Continuity Management System
2. ISO 9001:2015 Quality management system
3. 45001:2018 Occupational health and safety management system
4. ISO 14001:2015 Environmental management system
5. IT standards (27001:2022 , 27701:2019 , 20000-1:2018)
6. AUTL Module 2
7. ISO 19011:2018

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.