



AKHILA JOHN

HR professional

ABOUT ME

A motivated and detail-oriented HR Executive with management and interpersonal skills. Proven experience in supervising teams, HR operations, and administrative tasks. Seeking opportunities to leverage my leadership and organizational capabilities in a dynamic environment.

WORK EXPERIENCE

IMPACT PVT. LTD, KAZHAKUTTAM, TVM

Human Resources , February 2024- present

- Managing end-to-end recruitment processes, including talent acquisition, screening, and onboarding.
- Overseeing employee relations, performance management, and conflict resolution.
- Conducting training sessions and employee development programs to enhance workforce skills.
- Collaborating with management on organizational policies and HR strategies.

EDUCATION

BISHOP JEROME INSTITUTION, APJ ABDUL KALAM TECHNOLOGY UNIVERSITY

Master of Business Administration (MBA) HR & Marketing (2021-2023)

SN WOMEN'S COLLEGE, KERALA UNIVERSITY, Bsc Biochemistry & Industrial Microbiology (2016-2019)

CERTIFICATIONS & COURSES

Professional Diploma in Shipping & Logistics, CCEK 2020-2021

Automation in Production System & Management, NPTEL 12-weeks

INTERNSHIPS

HR Department Intern

Cochin Shipyard Limited, Kochi

45 Days (July 2022 – August 2022)

Shipping & Logistics Intern

Sark Enterprise Ltd & Keltron, Kochi

1 Month

On-the-job training program

Sree Narayana Trust Medical Mission Hospital
(16 Days).

+91 7736051809

akhilajohn98@gmail.com

Kollam, Kerala,
India

SKILLS

- Management & Leadership
- Teamwork & Interpersonal Skills
- Communication & Organization

LANGUAGE

Malayalam: Native

English: Advanced

Hindi : Basic

ACHIEVEMENT

- Participated in National and State- level Management & Technical Fests.
- Participated in the All Kerala Best Manager Contest (Preliminary Round).
- Attended State-level Seminar on Biotechnology for Biodiversity Conservation .
- Participated in a one-day workshop on 'Data Analytics & Business Intelligence' organized by Techosa Professional Campus.