



# 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).

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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.