

RESUME



CAREER OBJECTIVE:

To be actively involved in the professional environment, where I get an opportunity to learn and utilize my strong organizational, communication, and interpersonal skills and hence providing a great way for mutual proliferation.

JEMIN JACOB

EDUCATIONAL QUALIFICATION:

Email :

jeminjacob1996@gmail.com

Contact :

Mobile : +91 6238084226

Address for Communication:

Palakkattu House,
Peruvannamuzhi P.O
Muthkadu - 673528

Personal Data:

Date of Birth : 23/04/1996
Gender : Male
Religion : Christian
Marital Status : Single
Nationality : Indian

Languages Known:

❖ English, Malayalam & Hindi

Course/Degree	School/College/University	Year of Passing
MBA (Specialized in HR and Marketing)	Vimal Jyoyhi Institute of Management and Research (Kannur University, Kannur)	2023
B.A	Mercy Arts and Science Collage (University of Calicut ,Calicut)	2021
12 th	NIOS	2015
10 th	S.J.H.S. Chembanoda (Kerala Board of public Examinations)	2012

SKILLS

- Excellent Communication Skills
- Microsoft office suite and G-Suite
- Ability to Work Collaboratively with Faculty, and Staffs
- Leadership and Team Management
- Organizational and Time Management

PERSONAL STRENGTHS:

- ❖ Hard working
- ❖ Good Understanding Ability
- ❖ Empathy
- ❖ Sincere
- ❖ Energetic & confident
- ❖ Very good interpersonal relationship

PERSONAL INTERESTS:

- ❖ Hearing music
- ❖ Traveling
- ❖ Watching Movies

ACADEMIC PROJECTS :

B.A Project

- A. Title: 'Micro Finance and Economic Empowerment of Women

MBA Project

- B. Title : 'An Organisation Study at Mathrubhumi printing and publication ,Calicut

WORK EXPERIENCE

HR Executive – Nerdwallet Solutions Private Limited From September 2023 to Present

- Delivering recruiting expertise and seamless support to high profile diverse industry clients in acquiring top talents.
- Sourcing candidates through various platforms.
- Screening resumes.
- Preparing job descriptions according to the job role.
- Conducting the first round of interviews.
- Assisting team leads and managers for the second and further round of interviews.
- Helping marketing team in terms of demand aggregation.
- Assessing the current diversity of the Industry and making strategies according to that.
- Giving feedback and inputs to the candidates regarding their resumes and interviews
- Candidate salary negotiation.
- Taking full responsibilities of the entire job fair events, which includes inviting and bringing a targeted number of companies, guiding volunteers, and ensuring the smooth and Well-conducted job fair.
- Preparing monthly reports.
- Presenting work reports and new strategies in review meetings.

DECLARATION :

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

Place : Kozhikode

JEMIN JACOB