



JITHU ANTONY PHILIPOSE

CARRIER OBJECTIVE

Masters in Business Administration with results-driven HR Associate with 1 year of experience seeking a challenging position in a dynamic organization. Dedicated to leveraging my HR knowledge, skills, and expertise to support the organization's strategic goals and contribute to its overall success. Seeking opportunities to enhance employee engagement, streamline HR processes, and foster a positive work culture.

EXPERIENCE

HR ASSOCIATE at CELEBRANTS INDIA

(13.05.2022 -10.06.2023)

- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training of new employees.
- Administered payroll information, compensation materials, and benefits programs.
- Deals with the strategies, tactics and processes for Identifying, Recruiting, Interviewing and Retaining the human resources a company needs.
- Verifies candidates background by contacting references .
- Enrolls new employees by issuing forms and applications , verifying completion .

PERSONAL DETAILS

Age : 24
Marital Status : Single
State : Kerala
Nationality : Indian

PASSPORT DETAILS

Passport no : S4185659
Place of issue : COCHIN
Date of issue : 20/06/2018
Passport date of expiry: 19/06/2028

SOFTWARE PROFICIENCY

- MS OFFICE
- ZOHO
- ONLINE DASHBOARDS
- PHOTO AND VIDEO EDITOR

LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

EDUCATION

- **MBA (HR & MARKETING)**
REVA INSTITUTE OF SCIENCE AND MANAGEMENT
Bengaluru City University, India (2020-2022) **CGPA : 7.54**
- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
ANNAMALAI UNIVERSITY, INDIA
(2017-2020) **First Class**
- **DIPLOMA IN AIRPORT MANAGEMENT**
FLYING GOOSE AVIATION ACADEMY,
KOCHI , INDIA,(2017-2018) **First Class**

INTEREST

- TRAVELLING
- WRITING
- READING

CERTIFICATIONS

- GOOGLE DIGITAL CERTIFICATION
- DWITIYA SOPAN CERTIFICATION (For Bharath Scout and Guides)
- PALLIATIVE CARE VOLUNTEER CERTIFICATION

HOBBIES

- WRITING
- MUSIC
- SPORTS

SKILLS

- Adaptable, positive and open to new ideas.
- Ability to work in fast paced environment
- Quick Learner and tactic decision maker.
- Team-player who can also work independently.
- Interpersonal, Problem-solving skill and customer service oriented.
- Excellent verbal and written communication skills
- Flexibility in work hours and routinely willing to work overtime

REFERENCES

Sunil V Joy
Managing Director
CELEBRANTS INDIA

Robin Chacko
Designing Engineer
FabTech International ltd
0502576496

DECLARATION

“I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief”

JITHU ANTONY PHILIPOSE