



# Mary Jisna Varghese

## HR Executive

### My Contact

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📍 Kerala, India

🌐 [Mary Jisna Varghese](#)

### Hard Skill

- MS Office
- Data entry
- Photoshop
- Cybersecurity

### Soft Skill

- Leadership
- Teamwork
- Communication
- Creativity
- Problem Solving
- Adaptability

### Education Background

- **M.Sc. Forensic Science**  
Chandigarh University, Punjab, India  
06/2023 **CGPA - 7.64**
- **B.Sc. Forensic Science**  
Aditya Degree College, Andhra Pradesh  
08/2021 **CGPA - 8.40**
- **Higher Secondary Education**  
Government Higher Secondary School  
Kerala, India  
03/2017 **87%**
- **High School Education**  
St. Aloysius High School, Kerala, India  
03/2015 **98%**

### About Me

Passionate learner and communicator with a strong work ethic, seeking a challenging position where I can leverage my skills and knowledge to make a positive impact.

### Professional Experience

#### HR Executive

Alza Incorporation  
Advertising & Sales Marketing Company  
08/2023 – Present

- **Recruitment** : Manage end to end recruitment process: sourcing, screening, interviewing and selecting candidates.
- **Data Inputting & Maintenance** : Input & Manage employee information, including personal data, payroll details, & performance evaluations.
- **Interviews & Onboarding** : Conduct interviews & evaluate candidate's skills & qualifications, including orientation & training.
- **Employee Relations** : Act as a point of contact for employee queries, concerns & enhance morale, motivation.
- **Attendance & Leave Management** : Monitor & manage attendance records & leave requests.
- **Training & Development** : Identify employee training needs and develop programs to enhance skills, knowledge & performance.

### Academic Project

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|------|---|
| 2020 | Determination of heavy metals from lipsticks using Spectrophotometer. |
| 2023 | A Review on Forensic Radiocarbon Dating.                              |

## Internship & Conference

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- 2020 District Crime Record Bureau,  
Kollam, Kerala, India  
Area of exposure : Fingerprint  
Division, Photography, Crime  
Scene Visit.
- 2020 Participated in National  
Conference on Recent  
Advancements in Forensic  
Science
- 2022 Regional Forensic Science  
Laboratory, Ernakulam, India  
Area of exposure : Biology  
Division, Physics Division,  
Chemistry Division.
- 2022 Visited Central Forensic  
Science Laboratory, Punjab,  
India

## Achievements

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- 2014 Rajya Puraskar award from  
The Bharat Scouts & Guides.
- 2017 Chief Minister's Shield  
Competition award from The  
Kerala State Bharat Scouts &  
Guides.

## Languages

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- English ● ● ● ● ●
- Malayalam ● ● ● ● ●
- Tamil ● ● ●
- Hindi ● ●

## Personal Information

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- Nationality : Indian
- Date of Birth : 22-Sept-1998
- Marital Status : Single
- Gender : Female

## Volunteering

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### The Bharat Scouts & Guides

2010 – 2017

- Actively involved as Scouts & Guides volunteer, to fostering character development, leadership skills among youth through various educational & adventurous activities.
- Promoting community engagement, volunteerism and social responsibility through various service projects & initiatives.

### NSS

2018 – 2021

- Actively engaged as NSS volunteer, demonstrating a strong sense of social responsibility & desire to make a positive impact on the community.

## Personal Interests

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- Photography
- Reading
- Dancing
- Travelling
- Music

## Reference

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- Dr. Sahil Sharma  
Head of Forensic Department  
Chandigarh University  
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