**MELBIN S JOSEPH**

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**WORK EXPERIENCE**

* **Company Name**: Mindworks Talent Management Pvt. Ltd.
* **Designation**: Associate Consultant
* **Duration**: July2015-Present
* **Job Responsibilities**:
* Understanding Job Description & Job Specification of assigned positions (research/analytics role).
* Managing the entire recruitment cycle.
* Screening, short listing, taking telephonic rounds, writing accurate feedback and following up with candidates.
* Coordination with candidates & clients, scheduling interview, taking feedback.
* Sourcing resumes through job portals, database, references, networking, head hunting.
* Following processes and maintaining internal Database of candidates*.*
* Creating Knowledge Document of mandate worked upon
* **Company Name**: Molded Dimension
* **Designation**: Management Trainee(HR) and Internal Auditor
* **Duration**: 20 May 2012 till 15 July 2013 (13 Months).
  + - * Assisted in drafting and Formatting Training Need Identification form , Training Calendar, Induction training ,Training Manual, Skill Matrix, Competency Mapping
      * Maintaining Employee record files
      * Worked as Internal Auditor, Audited areas like HR Dept, Production, Process, 5S, System Audit. Created Audit reports.
      * Assisted in Drafting Quality Manual, Procedure Manual, and Attendance policy.
      * Assisted in upgrading Quality Records as per ISO/TS Standard

**PROFESSIONAL QUALIFICATION(S):**

* MBA (HR and Marketing), Army Institute of Management and Technology, 2015 (80%)
* BBA, MG University Kerala, 2012 (85%)
* Diploma in Banking Insurance & Retail Management sponsored by UGC,2011(B+)

**ACADEMIC QUALIFICATION(S):**

* Intermediate, CBSE Board, 2009 (73%)
* High School, CBSE Board, 2007 (73%)

**IT SKILLS**

* Microsoft Office (MS Word, MS Excel, and MS PowerPoint), HTML,SPSS

**PROJECT/S UNDERTAKEN:**

1. **Summer Internship (MBA)**

* **Name of Company:** NIPPON PAINTS (I) PVT.LTD
* **Title of Report:** Credit Management Practices

1. **Winter Research Project(MBA)**

* **Title of Report:** To Study Various Contemporary Employee Engagement Activities practiced in organization.

(It was a descriptive study (qualitative data) of 4 reputed companies (HCL, TCS, Nestle, and AON) and data was analyzed and presented in the form of a case Study)

1. **RESEARCH WORK:**

* **Business Research Project on:** A study on Organizational Justice and Customer Oriented Behavior of employees – Evidences from Indian Service Sector
* **Project on:** Risk Management in Banking Sector with special reference to BASEL III & BASEL II Norms

1. **Summer Internship (BBA)**

* **Name of Organization*:*** Molded Dimensions, Gurgaon
* **Title of the Report**: Effectiveness of Quality Management System

**SEMINARS/CONFERENCES/WORKSHOP:**

* Participated on National Entrepreneurship Summit Organized by Entrepreneurship Development Cell( giBS) Sponsored By AICTE on 22nd-23rd April,2014
* Participated in a workshop on ERP on 13th Mar 2014 at AIMT College Gr. NOIDA
* Participated in National Seminar on “Talent and Key Skill, Knowledge Matrix Required in Financial Sector at Entry Level” on 04th Mar 2014
* Participated in Student Exchange Programme2014 held at Army Institute of Management, Kolkata

Form 25th Feb-2nd Mar.

* Participated in HR SUMMIT 2013: Transforming Leadership: Value Creation-Winning the Talent War.
* Participated in UGC sponsored National Seminar on Retail Management in India Opportunities and Challenges on September 14th -15th ,2010
* Participated in the 7th National Seminar on Social Work Response to HIV/AIDS from 19th- 22th Aug,2010

**CO-SCHOLASTIC ACTIVITIES:**

* Participated in many Cultural and Management Events during graduation and won prizes in literary events like poetry writing and Debates.
* Participated in Role Plays and Nukkad Nataks.

**ACHIEVEMENTS:**

* Runner Up in AWES Youth Fest 2014(College Presentation Competition).
* Part of the placement committee(MBA) and interacting with the corporate for corporate exposure
* Best Outgoing Student of the year 2012 (Marian College Kuttikkanam)
* Student Coordinator-Radiance ,11(National Level Management Fest )
* Part of organizing committee - National Seminar on Retail Management in India Opportunities and Challenges on September 14th -15th ,2010
* Class Representative 2011-2012,BBA Marian College Kuttikkanam
* Discipline Minister 2008-2009 St Michael School ,Gurgaon
* Won first position in Debate Competitions St Michael School, Gurgaon.

**STRENGTH/SKILLS:**

* Able to handle work pressure with integrity and maturity
* Fluency in Spoken & written English.
* Good Interpersonal and leadership Skills

**PERSONAL DETAILS:**

Name: Melbin S Joseph

DOB: 19/06/91

Father’s Name: Late Siby Joseph

Marital Status: Single

Address: 1537/3 Rajeev Nagar, Gurgaon, Haryana-122001

***(Melbin s Joseph)***