

Merin Jacob

ADMIN ASSISTANT

Second Floor – B, Dreams Apartment, Shakti Enclave, Burari-110084

E-mail: merin1910@gmail.com

Phone: +919958027873

CAREER OBJECTIVE

Dedicated and focused Admin assistant with 2.7 yrs. of experience, seeking a challenging and responsible position in Human Resource to utilize my skill and abilities in a firm that offers me a professional growth constantly which will help me to dedicate fully and work up to my potential.

Interpersonal Skills

- Good communication & Administrative skills
- Highly organized.
- Diplomatic and objective
- Self-Motivated
- Team player
- Flexible and adaptable
- Assertiveness

PROFILE SUMMARY

- An independent and self-motivated professional with effective communication skills, enthusiasm to learn new things and always try to do my best in any work assigned and always tries to be appreciated as well-performer.
- Sound knowledge of HR workings
- Dedicated toward responsibility and accountability
- Capable of using Microsoft Office Applications
- Team player and adaptable to the learning environment
- Proficient in coordinating with the people.
- Able to achieve immediate and long-term goals.

ACADEMIC QUALIFICATION

Academic Degree	University Name	Year of Completion
Master's in Public Administration	IGNOU	Pursuing
PGDM (Personnel Management.)	Young Men Christian Association (YMCA)	2016
BA (H) Political Science	Ramjas College, Delhi University	2015

POST-GRADUATION DIPLOMA IN PERSONNEL MANAGEMENT – PROJECT DETAILS

Measuring Employee Satisfaction at TORUS INFOTECH'

As a part of my post-graduation diploma studies I have written a research paper titled “Measuring Employee Satisfaction at TORUS INFOTECH'

The survey in “Measuring employee satisfaction” was carried out in **Torus Infotech**. The main objective of the research was to find out the satisfaction level of the employees in the organization. For data analysis IBM, Statistical Package for the Social Science (SPSS) has been used.

PROFESSIONAL EXPERIENCE

St. Stephen's College
Junior Assistant (JACT)
North Delhi, India

Feb 2019 to July 2019

- Preparing the Principal's calendar-daily, weekly, monthly and annual.
- Organising and co-ordinating the Principal's meetings and appointments and maintaining the Principal's diary, including making travel arrangements as required
- Preparing the Principal's academic Schedule.
- Preparing Appointment letters and relieving letters for faculties and staffs.
- Maintenance of files and confidential records
- Issuing special certificates, NoCs and LoRs
- Managing and reviewing filing and office systems
- To oversee and process incoming and outgoing post and emails for the Principal
- Reminding the Principal of important tasks and deadlines.
- Preparing papers for meetings.
- Complete other duties as assigned by the Principal.

Mott Macdonald Pvt. Ltd

Admin Assistant

Noida, India

Feb 2017 to Oct 2018

- Working as part of a team and supporting the Top Management. Responsible for handling the administrative support systems and processes relevant to areas of responsibility like updating plaudit register, maintaining timesheet and leave records, updating CVs etc.
- Involve with the management in process of effective Resource Planning.
- Responsible for the maintenance and updating of large employee database
- Creating reports and presentations on projects and capabilities for Management to present on Board Meetings and at Client visits.
- Creating and maintaining online databases of ongoing projects and upcoming projects
- Formatting Reports and manipulate data using Spread sheet
- Coordinating with HR for employee's performance reviews and
- Conduct initial orientation to newly hired employees
- Completing termination paperwork
- Introduction of new staff into their work environment
- Track and update hourly employee leaves of absence
- Coordinate logistics for new hire orientations and employee training sessions
- Managing Travel e-forms

Mott MacDonald Pvt Ltd

HR Trainee

Noida, India

Sept 2016 to Jan 2017

- Assisting with day to day operations of the HR functions and duties
- Coordinate communication with candidates and schedule interviews
- Handling Joining formalities of new joiners
- Preparing offer and appointment letters
- Maintaining current HR files and databases
- Maintaining and updating employee benefits, employment status, and similar (hard and soft copies)
- Provide clerical and administrative support to Human Resource Executive

COMPUTER PROFICIENCY

MS Office – Word, Excel, Power Point, Internet & E-mail operations.

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ACCOMPLISHMENTS

- Awarded with Medals for various games and events at school level like Badminton and Singing
- Appointed as the School Captain

PERSONAL DETAILS

Nationality : Indian

Gender : Female

Languages Known : English, Hindi, Malayalam