

Vincent.371569@2freemail.com

Vincent

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| Career Objectives |
|  To be an effective and active person in the organization with a sincere and positive mind that would be helpful in achieving the organizational goals as well as my career objectives. |
| Lines About Me |
|  I am an enthusiastic and forward-looking person with excellent interpersonal and leadership skills. I consider myself as very flexible and adaptable. I am good at quick decision-making along with good analytical skills and also have great faith in God. |
| Professional Experience |

* One-year experience with Kains Instruments India Pvt. Ltd, Bangalore as associate HR.

**Responsibilities Handled**

* Make the coordination with various departments of the company.
* Ensuring compliance by providing proficient guidance of state and federal laws.
* Preparing and maintaining various MIS Reports like Tracker sheet, Daily and weekly dashboards.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals.
* Evaluating vendor performance
* Tracking attendance, maintaining leave records, PF records
* Present the employees performance report in front of HR manager.

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| Educational Qualification |
| Course | **Year** | **Institution/University** | **Score** |
| (H.R & Marketing) Master of Business Administration | 2016 | East West College of Management(Bangalore University) | 67 % |
| B.Sc.Physics Model II | 2014 | Nirmala College, Muvattupuzha(M.G University)  | 60 % |
| TTC | 2011 | St. George TTI Vazhakulam(Kerala University) | 72 % |
| Intermediate | 2009 | V.H.S.E Thodupuzha | 67 % |
| Matriculation | 2007 | Infant Jesus HSS, Vazhakulam | 63 % |
| Academic Projects |
| * A Study On Sales Promotion Techniques with Respect to Digital Marketing at Numato Solutions Pvt. Ltd, Bangalore.
* A study on cybercrimes in India.
* Study of oscillators using operational amplifier.
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| Leadership Activities and Awards |
| * Volunteer secretary of National Service Scheme at Nirmala college Muvattupuzha during the period of 2012-2013.
* Association secretary of Physics Department at Nirmala college Muvattupuzha during the period of 2012
* Student coordinator of college day at Nirmala college Muvattupuzha. (2013)
* Editor of Physics Department Magazine at Nirmala College Muvattupuzha. (2013)
* Achieved 3rd prize for Yoga competition at Mahatma Gandhi University. (2014)
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| Computer Knowledge |
|  OS: Windows10, 8, XP, Packages: MS-Offices2016 , Libre Office 5.1  |
| Hobbies and Interests |
| * Farming
* Surfing Internet
 | * Volleyball
* Sudoku Puzzle
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| Declaration |
|  I hereby declare that all the information furnished above is true to the best of my knowledge and belief. |