

[Vincent.371569@2freemail.com](mailto: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. | | | | |
| 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) | | | | |
| Computer Knowledge | | | | |
| OS: Windows10, 8, XP,  Packages: MS-Offices2016 , Libre Office 5.1 | | | | |
| Hobbies and Interests | | | | |
| * Farming * Surfing Internet | | * Volleyball * Sudoku Puzzle | | |
| Declaration | | | | |
| I hereby declare that all the information furnished above is true to the best of my knowledge and belief. | | | | |