

SNEHA GRACE JOHNSON



Contact

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Languages

English – speak, read & write

Malayalam – speak, read & write

Tamil – speak

Summary

To pursue a challenging and rewarding career in an organization and to grow along with the organization by striving together while being resourceful, innovative and flexible.

Skill Highlights

- Presentation skill
- Strong decision maker
- Problem solving skill
- Communication skill
- Self Motivated
- Service-focused

Work Experience

- ❖ Has a year experience at Accountants Service Society, Ernakulam. My work involved in accounts, preparing receipts, calculation of payments due to clients & preparing financial statements, HR recruitment activities using computers, customer service & support.
- ❖ Worked as a recruiter in JOBSOMEGA, OSCON Company at Ernakulum. From 18th June 2019 - 31st Dec 2019.
 - ✓ Presentation to the clients about the company services
 - ✓ Discuss with the clients about the recruitment service packages like the Diamond, Gold and silver packages offered to clients
 - ✓ Screening of resumes
 - ✓ Scheduling of candidates for the interview,
 - ✓ Conduct interviews and
 - ✓ Short list the candidates for the final selection process.

Education

- Diploma in Chartered Financial Accountant in Accounts Service Society
- Bachelor's in commerce: Computer Application, 2015 – 2018, MG University, Kottayam.
- 12th Standard (Commerce) 2013 – 2015 Kerala State Board
- 10th Standard (CBSE Board) – 2012

Computer Skills: Knowledge of Microsoft word, Excel & internet.

Strength

- Able to work closely with other professionals as part of a team.
- Committed to targeted and schedule plan.
- Strong negotiation and convincing skills.
- Want to learn new skills to increase my work knowledge.
- Willingness to learn and team player.
- Thinking laterally to create options and solutions.
- Always with a positive 'CAN DO' attitude towards tasks.
- Excellent to build relationship & skills between team members / clients

Projects

- Project to coach the daily wage laborers from the Elenthoor Panchayath
- Inculcate a behavior among the people living in the panchayat giving the importance to save money for the future.

Achievements

- Got appreciations and reviews from clients of Jobsomega and on Google blog sites.
- Participated in bandset performance in Pathanamthitta District to welcome president of India 2012
- Conducted an interview of the former president in 2012
- Have been a member of the National Service Scheme (2013 - 2015)

Hobbies

- Travelling
- Cooking
- Listening
- Photography

Personal Details

Age	23
DOB	: 22-10-1996
Gender	: Female
Nationality	: Indian
Father's Name	: JOHNSON .T.JOHN.
Marital Status	: Single
Passport No	: T8896163 (valid up to: 2029)
Visa Status	: Visit

References

Sofiya Shoji, BDM & Center Head of JOBSOMEGA, Ernakulam
Phone : +9196569600

Declaration

I hereby declare that the above given details on my resume, are true and correct to the best of my knowledge and belief.

Place: Dubai

Sneha Grace Johnson

Date: 25/01/2020