**Merlin Mary Jacob**

**Mobile No: 91-6383723754**

merlinmary120@gmail.com



|  |
| --- |
| **Career objective:** |
| To work intelligently and potentially in order to stretch my abilities along with my hard work and perseverance, in an organisation where my competence will get the chance to augment the productivity and effectiveness, so that I can give my best and add value to it. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Qualification** | | | | |
| **Qualification** | **Year** | **Board/University** | **Percentage** | **Class** |
| Msc.IT | 2013 | SARDAR PATEL UNIVERSITY | 81.10 | Distinction |
| BCA | 2011 | SARDAR PATEL UNIVERSITY | 63.69 | First Class |
| 12th (SCIENCE) | 2008 | Gujarat Higher  Secondary  Education Board | 47 | Second class |
| 10th (BOARD) | 2006 | Gujarat Higher  Secondary  Education Board | 79.9 | Distinction |

|  |
| --- |
| **Major Projects & experience :** |
| **Master of Science (Information Technology)**  Created website and achieved a certificate for a project on ERP based HR and Payroll on Asp.net 4.0 and Microsoft SQL Server 2008 for Simpolo Iceramica, Morbi, Gujarat.    **Bachelor of Computer Application**.  Achieved certificate for a project on Computerized Video Library System with Oracle 9i and Microsoft Visual Basic 6.0. In-house project.  **Academic Experience(3 years)**   * Obtained 3 years’ of experience as an Assistant Professor in Computer Science Department at P.M. Patel College under Sardar Patel University. * Appointed as visiting faculty at ISTAR College for master degree students from July to September 2016. * Served as an ad-hoc faculty at N.V.Patel College from December to March 2017   **Corporate Experience(3 years)**  Currently I am working for Stemmons Business Services Private Limited, Vadodara which is a part of Boxer Property In Texas, US  Boxer Deals with Properties, Hotels, Software etc.  My duties include :   * Assist with all internal and external HR related inquiries or requests. * On boarding process of the new employees. * Payroll Processing with Paycom Software. * Designation change. * Reporting manager change. * Preparing and modifying ORG chart of all the employees * Off boarding process. * Job title and job function is matching or not. * Working on Data governance cases. * Comparison of the job title both in department and Facts report. * Produce and submit reports on general HR activity. * Taking care of Facts report comparing the data is accurate or not. * Maintaining employee records according to policy * Providing confirmation mail remainders to Managers. * Job posting on LinkedIn, Facebook. * Working on the Website page for adding news headers. * Searching Candidates and allocating them to their suitable departments * Coordinating with managers for the candidates who suit best in their departments. |

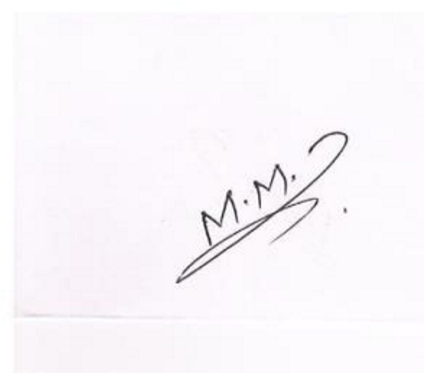
|  |
| --- |
| **Hobbies:** |
| * Singing * Listening to music * Art and painting * Interaction with people and communicating. * Teaching. * Exploring good places. |

|  |
| --- |
| **Co-curricular activities:** |
| * Participated in college Talent day. * Participated in various social activities in school as well as college Participated in various cultural activities like Drama, Singing. * Participated in college presentation on topic “CLOUD COMPUTING”. * Attended Personality Development and Career development programs and got certificate of appreciation. * Attended Techno A strum competitions at college level. |

|  |
| --- |
| **Achievements** |
| * Received Best Quarter Award from Stemmons Business Services Private Limited for completing assigned task timely and following company rules and policies thoroughly. And being appreciated from counterparts for quality and punctuality. * Received Certificate for Personality Development classes and Career Development Classes * Received Best social worker award from school |

|  |
| --- |
| **Skills** |
| * Work Ethics * Team Player * Punctuality * Creativity * Time Management * Effective Communication |

|  |  |
| --- | --- |
| **Personal Information:** |  |
| **Date Of Birth** | July 22nd 1990 |
| **Languages Known** | English, Hindi, Malayalam, Gujarati. |
| **Permanent Address** | Tower B-302,CoralPride,Near Krunal Char Rasta,Gotri Road.Gotri.Vadodara 390021 |
| **Present Address** | Tower B-302,Coral Pride, Near Krunal Char Rasta,Gotri Road.Gotri,Vadodara 390021 |
| **Marital Status** | Married |



**MERLIN MARY JACOB**