



JOEL MATHEW

HR GENERALIST

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SKILLS

- Analytical Skills
- Content Writing
- Expertise in HRIS
- Public Speaking
- Project Management
- Time Management

CERTIFICATIONS

- HP LIFE Online course on Business Communications.
- Project Management Course offered by Simplilearn.
- CAPM course offered by Simplilearn.
- LinkedIn Certification Prep SHRM-CP
- Google Certificate on the topic "Fundamentals of Digital Marketing" during the internship period.

PROFILE

An HR Practitioner with an overall of 4 years of experience in Operations and Administration functionality, who blends with the change in the business environment and is a passionate learner of business acumen and looking forward to broadening the horizon in core Recruitment, Staffing and Operations functionality.

WORK EXPERIENCE

Accenture Pvt Ltd (HR Practitioner)

(4th August 2021 – 8th April 2022)

- Hands-on experience in the International Talent Acquisition functional department and carried out different functional operations by being in a multi-diverse, cross-functional team.
- Manage Applicant Tracking System (SAP SuccessFactor) to maintain contact with the talent pool.
- Monitored and validated day-to-day job applications and emails of the candidates and handled interviews over the call and maintained best practices for successful hiring.
- Slashed payroll costs administration costs by 30%, negotiating pricing and fees, while ensuring the continuation and enhancements of services.

Inmenzo Technologies LLP (Operations Associate)

(5th Aug 2019—24th May 2021)

- Proven track record with advanced Boolean searches.
- Proofreading and proper validation of business proposals and A/B testing emails for business output.
- Performed strategic and administrative duties also crafted HR policies, and conducted KPIs across different levels of organization
- Involved in performance optimization of the firm by being a part of recruiting and training team.
- Have mentored new Employees on their communication skills and also organizing team building activities and providing training to the team members.

Concentrix Daksh Pvt Ltd (CRM Practitioner)

(15th Oct 2015–1st June 2016)

- Handling Premium Credit Card Customers and solving queries and providing them with the right solutions.
- Handling escalation calls and retaining the Never used Never Paid Credit Card users from the verge of Closing the Credit Card services.

EDUCATION**MBA IN MARKETING & FINANCE (2017 –2019)****Bangalore University**

- **Project 1:** “Disrupting Conventional Marketing & Branding with New Age Technologies” Internship at Inmenzo Technologies LLP and acquired Google Certification in “Fundamentals of Digital Marketing.
- **Project 2:** “Price Hike in Petrol & Petroleum Products” – Monthly & Yearly comparisons were made & found an effective way to tackle the issue by managing money & other alternate means of transport, new-age gadgets, and electric cars and taking feedback from the public for other possible alternatives.

BA in English Literature (2013 -2016)**Indira Gandhi National Open University**