



Jovittamol George

Human Resources And Admin Specialist

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OBJECTIVE

To acquire a challenging HR Administrator Position that would allow me to build upon my current Human Resources experience, skill and knowledge and allow me to grow with in my profession, while continuing to help individuals grow in their career.

CAREER SNAPSHOT

- ❖ Labor relations professional in a union workforce setting
- ❖ Positive relationship with management
- ❖ Business strategy
- ❖ Analysis of benefits programs
- ❖ Maintain adequate level of skilled workers
- ❖ Maintained employee data and kept updated accounts of all employment records.
- ❖ Assisted in recruiting and training of new employees.
- ❖ Administrated payroll information compensation materials, and benefits programs
- ❖ Supported daily operations of busy administrative department.
- ❖ Mentored employee through personal and professional issues.

WORKING EXPERIENCE

POSITION : HR ADMINISTRATOR
 COMPANY : SYDNEY MONTESSORI SCHOOL, IDAPPALLY – KERALA, INDIA
 YEAR : AUG 2017 TO SEP 2019

DUTIES AND RESPONSIBILITIES

- ❖ Ensured confidentiality of all personal offices, and employment records.
- ❖ Provided administrative support with payroll, calendars, meeting and training events.
- ❖ Trained and on boarded new employees and conducted orientation for new staff hires.
- ❖ Entrusted to manage office in the supervisor's absence.
- ❖ Provided timely courteous and knowledgeable response to information request official school correspondence.
- ❖ Established strong relationship[s to gain support and effectively achieve results.
- ❖ Assisted in planning school events such as employee recognition events and annual summer meetings
- ❖ Answered all incoming call and routed them appropriately.
- ❖ Took minutes for wellness team monthly meetings
- ❖ Prepare correspondence and reports when need.

- ❖ Performed data entry and maintained data integrity.

OTHER SKILLS

- ❖ Microsoft office software
- ❖ Reasoning and decision making
- ❖ Training
- ❖ Problem solving
- ❖ Communication
- ❖ Staff coordination
- ❖ Office management
- ❖ Fast learner
- ❖ Organization Skills
- ❖ Ability to work under pressure.

EDUCATIONAL ATTAINMENT

- ❖ HIGH SCHOOL : MBA in HR and Marketing
- ❖ YEAR : 2015-2017
- ❖ COLLEGE : MG University Kottayam

- ❖ HIGH SCHOOL : BBA in Business Administration
- ❖ YEAR : 2012-2015
- ❖ COLLEGE : MG University Kottayam

- ❖ HIGH SCHOOL : HSE
- ❖ YEAR : 2012
- ❖ SCHOOL : St. Dominic's Higher Secondary School

COMPUTER SKILLS

- MS OFFICE, WORD, EXCEL, OUTLOOK & INTERNET BROWISING AND CROSPONDINGS EMAILS

PERSONAL INFORMATION

DATE OF BIRTH : 10-July-1994
NATIONALITY : Indian
MARITAL STATUS : Married
LANGUAGE : English, Malayalam, Hindi & Tamil
VISA : Visit Visa
GENDER : Female