

# Axa George

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## Objective

To become a successful professional in the field of Media or Management to obtain a challenging position in a reputed organization which will help me to explore myself to the fullest and realize my potential in innovative and competitive world.

## Education

**M A - ENGLISH | 2019 PURSUING | INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**B.A- ENGLISH, COMMUNICATION & JOURNALISM | 2013-2016 | M.G UNIVERSITY**

- Creative content writing – English, Malayalam

## Skills & Abilities

### MANAGEMENT

- ✓ Positive attitude & Hard working
- ✓ Excellent Communication Skills & Problem Solving Capacity
- ✓ Excellent time management, prioritizing, multi-tasking, organizational skills
- ✓ Ability to work in a team and good interpersonal skills
- ✓ Able to learn quickly, make effective decisions, keen instincts for problem resolution as an effective team member.
- ✓ Typing Speed: <30 WPM
- ✓ Proficient in MS Office (Word, Excel & PowerPoint)

### OPERATING SYSTEM: WINDOWS 7/8/8.1/10

- MS WORD
- MS EXCEL

### COMMUNICATION LANGUAGES

- Malayalam
- . English
- . Hindi

### LEADERSHIP QUALITY

- ✓ Good in team management with leadership quality.
- ✓ Commitment and Passion
- ✓ Good Communicator
- ✓ Inspire team members
- ✓ Creativity and innovation

## Experience

**2019-07 - 2020-03**

**HR Executive**

### **Wipro Limited**

- ✓ Onsite Offer Generation of USA, APAC, Europe, LATAM and GCC region
- ✓ Tracking the Resume numbers and ID of the Employees based on their region & place of Joining
- ✓ Creating Extension & Contract letters for Onsite Employees.
- ✓ Generating employee ID's by enrolling into the required tools (Synergy, SAP & Taleo)
- ✓ Active Interaction with Recruiters of Onsite through mails & Phone Calls.

**2017-10 - 2019-07**

**HR Executive/Recruiter**

### **Gateway Institute & Recruitment Services**

- ✓ Shortlisting candidates for the post of Medical Professionals abroad
- ✓ Overseas Recruitment and Visa Processing
- ✓ Understand the requirement from clients and then collect database through which short listing of different profiles can be done to meet the requirements of the client.
- ✓ Ensure complete client satisfaction as well as customer satisfaction while communicating with them.
- ✓ Creating content for Facebook Post and SMS alert for the reach of requirement to maximum candidates
- ✓ Communicating with clients through mail for all the procedures right from sharing shortlisted profiles to Visa processing and On-Boarding.

**2017-03 - 2017 -10**

**Technical Specialist**

**Sutherland Global Services**

- ✓ Answered Voice calls to provide information about products and services, take/ cancel orders, or obtain details of complaints of the Product McAfee Antivirus Software.
- ✓ Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments.
- ✓ Follow up to ensure that appropriate actions were taken on customers' requests.
- ✓ Communicated and helped North American as well as British customers for all their customer and technical concerns regarding the McAfee Anti Virus.
- ✓ Have experience on working with **CRM** and **CST** which are customer service tools.

**2016-05 - 2017-03**

**Communicative English Faculty**

**Goan Institute International Consociation of Education Pvt. Ltd**

- ✓ Prepared Lesson plan & Assembly activities for teaching purposes.
- ✓ Trained school students (5th grade to 10th grade) to improve their efficiency and communication skills in English through games and varied activities.
- ✓ Conducted Free speech activities for teaching faculties of the respective school
- ✓ Made use of Digital Classroom to help students learn and Love English more.
- ✓ Kept records of Team leader Team Member meetings monthly.
- ✓ Communicated with Principal of the respective school for approval to introduce new activities among students which helped them improve their communication skills.
- ✓ Divided students from V<sup>th</sup> to X<sup>th</sup> to separate 4 houses to take part in all activities of GICE and score house points.

## **TRAININGS UNDERTAKEN**

- ✓ Internship at Reporter Channel, Kalamassery
- ✓ Former Trainee at Goan Institute of Communicative English
- ✓ Trainee in JEEVAN TV
- ✓ Internship training at ST. Mary's High School, Ernakulam

## **SUMMARY OF SKILLS AND EXPERIENCE**

Innovative and resourceful professional with 1 year of detailed experience as Communicative English Teacher in a CBSE school as a part of **Goan Institute International Consociation of Education Pvt. Ltd**

Worked for McAfee Anti- Virus, resolving issues found on client computers and cell phones through phone calls and remote access sessions, have experience on working with CRM and CST which are customer service tools.

Worked in **Sutherland Global Services** as a technical consultant for the process McAfee

HR Recruiter in **Gateway Institute and Recruitment Services**

HR Executive in Wipro Limited

## PERSONAL DETAILS

NAME	AXA MOL GEORGE
E-MAIL	<a href="mailto:axageorge94@gmail.com">axageorge94@gmail.com</a>
MOBILE NO	+91 9747919205
DOB	11/10/1994
MARRIAGE STATUS	SINGLE
LANGUAGE KNOWN	MALAYALAM, ENGLISH, HINDI.
HOBBIES	SINGING, INTERACTING WITH PEOPLE & READING
PERMANENT ADDRESS	Munduparambil(H), Chempu P.O, Vaikom, Kottayam
PINCODE	686608

## Declaration

I hereby assure you that the information furnished above is true to the best of my knowledge.

**AXA GEORGE**