Merin Elsa John

HR & Business Administration

* **Extensive background in Human Resources,** including experience in competency based employee recruitment and retention, talent management and assessment, providing strategic solution.
* **Demonstrated success in Counseling**, developing individuals and groups to meet higher goals, and writing personnel executive summaries, and assessment reports.

**HR Skills**

|  |  |  |
| --- | --- | --- |
| * Psychometric Assessment * Counseling | * Team Building * Orientation & On-Boarding | * Mentoring * Training & Development |

**Professional Experience**

1. ***Seena Printing press l.l.c.*** *from September 10, 2013 as Assistant Manager of Human Resources and Administration.*

**Job Role & Responsibilities**

* Talent Acquisition and Development.
* Vendor Management
* Business Development

***Promoted as Manager HR & Administration on 8th October 2017***

Added responsibilities

* Procurement
* Overseeing Monthly payroll
* Providing strategic advice to senior management regarding staffing, T&D and compensation

1. ***Abacus Management Consultants Pvt. Ltd.*** *from October 2009 to August 2010 as an Associate Business Consultant.*

**Job Role & Responsibilities**

* Coordinated and facilitated Development and Assessment Centers
  + Executive report writing and interpretation of individual personality based on

MBTI, Big 5 and 16 PF

* + Standardized observation and rating of employees during Development and

Assessment Centers

* Contributed towards content development of activities, and case studies

1. **Abacus Management Consultants Pvt. Ltd.** from Feb 2011 to October 2011 as a *Business Consultant.*

**Job Role & Responsibilities**

* Mentored interns and guided their projects
* Conducted one to one competency based counseling sessions focusing on

employee performance and effectiveness.

* Positioned selection processes of different clients suggesting organizational

and role fit basis psychometric and competency-based tools.

* + Played a major role in Organizational change and development projects of

various companies.

**Key results**

* Coordinated more than 60 Development and Assessment Centers
* Managed various projects and developed project reports.
* Carried out one to counseling for more than 400 employees across industries and levels.
* Developed popular training activities.
* Took lead in recruitment for establishing a new chapter of Abacus in Bangalore, India
* Used various psychometric tools and coordinated campus recruitments for clients.

**Education**

**Certified Human Resource Leader (chrl, HRPA)** in progress

**jESUS AND MARY cOllege, University oF DELHI — India**

**Bachelor of Arts (BA) in Psychology** (with honors), 2007 (Final year specialization in Counseling), Passed with First Division

**Pondicherry university— India**

**Masters of Science in Applied Psychology**, 2009 (Specialization in Organizational Psychology)

Passed with First Division C.G.P.A 8.8

**Of Note**

**Key Skills and Attributes:**

* Good teaching/training aptitude
* Comprehensive problem solving abilities
* Good verbal and written communication skills,
* Effective interpersonal skills
* Learning agility
* Passionate about set goals.
* High sense of responsibility and adheres to timelines.
* Democratic in approach and an empathic team player

**Voluntary Activities:**

* Write articles for a magazine named “BEACON” Column: Just for teens.
* Actively participated as a member of N.S.S
* Volunteered for NGO named “Spastic” and took part in organizing various events.
* Counseling (Especially for children)

**Linguistic Proficiency:**

* English
* Hindi
* Malayalam
* Can read and write Tamil & Arabic

Have UAE Driving Licence.

**References:**

**Asst. Prof. Bharani Ganth**

Assistant Professor

Pondicherry University

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**Anindita Nath**

Principal Consultant

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