

JOEL THOMAS

Jleeb, Kuwait | [LinkedIn](#) | joelt640@gmail.com | Mobile: +965 99032847 | Visa Expiry: 17/03/2025

CAREER OBJECTIVE

Eager to gain practical experience from a well established company, aiming to enhance my decision-making skills and contribute effectively to the organisation's success.

EDUCATION

CMS Business School, JAIN University | *Bangalore, India* **Aug 2022 - May 2024**
MBA HR (Master of Business Administration in Human Resources Management)

University of Kerala | *Trivandrum, India* **Oct 2017 - May 2021**
BBA (Bachelor of Business Administration)

United Indian School | *Jleeb, Kuwait* **Jul 2016 - Apr 2017**
Class 12 | CBSE Commerce + Maths

United Indian School | *Jleeb, Kuwait* **Jun 2014 - Apr 2015**
Class 10 | CBSE

WORK EXPERIENCE

ABB Centre of Excellence | *Bangalore, India* **May 2024 – Aug 2024**
Talent Acquisition Intern

- Actively sourced over 200+ candidates, for technical roles like R&D Engineer, Production Supervisor, Design Engineer, Service Sales Specialists, Field Service Engineer and Quality Specialists utilizing job boards like Naukri and LinkedIn
- Collaborated with Hiring Managers in kick-off calls to define role requirements, ensuring high-quality candidate sourcing
- Developed job descriptions for internal and external job postings
- Coordinated with external recruitment firms to ensure they received detailed job briefs and delivered candidates that met the specified requirements
- Raised offer tickets for the HR Operations team using Tallite software, ensuring accurate and timely offer management

Marlabs Inc | *Bangalore, India* **Jul 2023 - Sept 2023**
HR Operations Intern

- Maintained an up-to-date database of 1600 employees, keeping the admin tracker and staff organogram continuously updated using SAP SuccessFactors
- Established strong connects with employees, being the face of HR for day-to-day employee needs, issues, and inquiries
- Assisted in the onboarding of new recruits and preparation of offer letters, relieving letters and experience letters
- Coordinated and scheduled interviews, ensuring timely communication with candidates and hiring managers

Arabi Company | *Al Rai, Kuwait* **Apr 2022- Jun 2022**
HR Trainee

- Scheduled interviews and maintained effective communication with candidates
- Responded promptly and professionally to employee inquiries and concerns
- Provided administrative support by maintaining employee records and preparing HR documents.

LEADERSHIP & EXTRA-CURRICULAR ACTIVITY

HR Club | Core Committee Member **Sept 2022 - May 2024**

- Developed Governance Policies, Event Workflow (SOP), and Functional Guidelines
- HR Conclave 2023** – Led a 16-member team and organised an HR Conclave at CMS Business School, attracting 100+ participants.

Cranium (International Management Fest) | HR Vertical - Round Coordinator

- Coordinated and led a team of 6 members for organising HR vertical rounds
- Ensured smooth execution of HR rounds
- Fostered a collaborative and supportive team environment

TOOLS & LANGUAGES

- Tools:** MS Excel, MS Word, Naukri & LinkedIn Recruiter, SAP SuccessFactors, Phenom & Tallite
- Languages:** English, Hindi and Arabic