



DOB: 12 MARCH 1995

# ALBIN VARGHESE

EMPLOYEE RELATIONSHIP ASSOCIATE (H R),  
ACCOUNTS MANAGER, COUNSELOR

## ■ ABOUT ME

- A passionate and dedicated professional with a **Master's in Commerce**, a **Bachelor's in Commerce with Computer Applications**, a **Diploma in Philosophy**, **Professional Diploma in Public Relations** and currently pursuing a **Postgraduate Diploma in Counseling Psychology** and passed in HR Management Assessment by Learntube with 91 percentile.
- I bring a unique blend of experience as an **HR associate** and Vice-Principal, with a strong foundation in teaching, counseling, and leadership.
- Fluent in multiple languages, and working in sensitive locations, I thrive in diverse environments and have a keen interest in nurturing student development and employee relations.

## ■ CONTACT

- ☎ **+91 81118 78739**
- ✉ **albinlinto@gmail.com**
- 📍 **Karukappallil (H),  
Edappally,  
Ernakulam, Cochin  
Pin : 682024**

## ■ EDUCATION

- **M.Com in Int. Business**  
IGNO University 2021-2024 (61.50 %)
- **B.Com with Computer Applications**  
Mahatma Gandhi University  
Kottayam, Kerala 2012-2015 (85.25 %)
- **Diploma in Philosophy**  
Darsana Institute of Philosophy, SC/o  
Dharmaram Vidhya Kshetra  
Bengaluru 2018-2020 (85.45 %)
- **Professional Diploma in Public Relations (PR)**
- **PG Diploma in Counseling Psychology (Pursuing)**
- **Certificate in HR Management Assessment**

## ■ SKILLS

- Creativity & Multitasking
- Communication skills
- Teamwork
- Multilinguistic
- Artificial Intelligence (AI Tools) skills
- Consistency
- Relationship skills
- Quick Decision Making

## ■ EXPERIENCE

### Employee Relations Associate - HR cum Operations Manager

**One Heart Charitable Foundation, Tripura**  
March 2022 - Till the Date

### Vice-Principal cum Student Counselor

**Sacred Heart Senior Secondary School, Tripura**  
January 2021 - Till the Date

- Student Counselor cum Vice-Principal
- Hostel Superintendent (Jan 2021- June 2024)
- Accountant (2021-2022)

### Accountant cum Computer Op. Assistant

**Perunilathu Traders, Kottayam, Kerala**  
May 2020 - December 2020

## ■ LANGUAGE PROFICIENCY

- |           |             |                         |
|-----------|-------------|-------------------------|
| • English | • Malayalam | • Kok borok             |
| • Hindi   | • Tamil     | • Bengali (Basic Level) |

## ■ REFERENCE - 1

**Fr. Francis Kottekarotte**  
Director, One Heart Charitable  
Foundation, Mandwi  
Tripura - 799 045  
**+91 60095 03904**  
**msacredhearths@gmail.com**

## ■ REFERENCE - 2

**Dr. George Kulangara CMI**  
Dharmaram College, Bengaluru  
Ex-Rector, Darsana Institute  
of Philosophy, Wardha,  
Maharashtra  
**+91 87557 06450**