



ROMY GEORGE

LEGAL , HEALTHCARE , IT OR ENGINEERING FIELDS ASPER VACANT POSTS

Profile

"Highly motivated and versatile professional with a strong foundation in law, demonstrated by my LLB degree from Government Law College Ernakulam. My diverse background encompasses a diploma in Mechanical Engineering, a degree in Hindi Literature, and a successful career in various roles, including Guest Relationship Executive, Intent Analyst (it field), Covid Warrior, and Vaccination Officer. I offer a robust skill set that includes legal research, analysis, and documentation, complemented by my , in filmmaking too. I am an adept problem solver and critical thinker, with a keen eye for detail. As an innovative and dedicated individual, I am committed to contributing my skills to the dynamic team , supporting its departments and organizational goals."

Employment History

Guest Relationship Executive and Tour Manager (2012-2014), Shamrock and olive brook resorts,, Munnar

OCTOBER 2012 – MARCH 2014

- Developed and maintained a respectful and professional relationship with customers
- Provided information to guests regarding the hotel's amenities, services, and local attractions
- Ensured hotel rooms were adequately stocked and maintained to a high standard
- Developed and maintained relationships with hotel guests to increase loyalty and repeat business

Intent Analyst , Sutherland Global Services, Kakkanad, Kochi, Kochi

APRIL 2015 – FEBRUARY 2016

- Created a dashboard to visualize key performance metrics and trends in order to gain insights and make data-driven decisions
- Implemented data quality checks that reduced errors in reports by X%
- Provided trainings to other business users on how to use data to drive decision-making
- Conducted ad-hoc analyses to answer business questions and provide insights to stakeholders, resulting in improved operational efficiency and cost savings
- Created a dashboard that visually represented key business metrics in real-time, allowing for quick and informed decision-making by management

Data entry operator and Covid-19 Vaccination officer, Family health centre,Thrikkakara Municipality, Kochi

OCTOBER 2020 – JULY 2022

- Developed and maintained data entry guidelines and processes to ensure accuracy and consistency
- Successfully identified and resolved data entry errors, resulting in improved data accuracy
- Collaborated with other health professionals to coordinate public health interventions
- Ensured compliance with health and safety regulations, resulting in successful health inspections

Details

Puthayathumolel house,
Thatttekad p.o, Kothamangalam,
Ernakulam, Kerala
Kochi, 686681
India
+919526280416
ROMYLAWLEGAL@GMAIL.COM

NATIONALITY

Indian

DATE / PLACE OF BIRTH

19/12/1993
VELIELCHAL,KERALA

Links

[LinkedIn](#)

Skills

Ability to Work in a Team
Adaptability
Customer Service
Leadership Skills
Ability to Work Under Pressure
Legal Research
Excellent Communication Skills
social media handling
Digital and Ai skill
film making ,content creation
,editing
chat gpt ,ai tool knowledge

Digital content creator and film maker, freelance

2012 – 2023

- Utilized a variety of digital audio tools to edit and mix audio for broadcast, film, and video production
- Designed and developed a content audit to identify content gaps and prioritize content opportunities
- Developed and distributed content across multiple digital channels, including social media and email
- Utilized a range of digital effects and post-production techniques to enhance the visuals of the film
- Created content briefs and provided guidance to external writers and agencies to ensure content quality and accuracy
- Researched and identified emerging trends in digital content to inform content strategy decisions

Education

LLB (LAW), Government Law College,Ernakulam

MARCH 2020 – NOVEMBER 2023

LAW GRADUATED

BA Hindi Literature, Maharajas college,Ernakulam

MARCH 2017 – MARCH 2020

Graduated

Diploma in Mechanical Engineering, Government Polytechnic college,kalamassery , Kochi

OCTOBER 2011 – OCTOBER 2016

due to financial crisis and death of mother ,i was only able to complete this course.

computer science stream in higher secondary, Mar Basil Higher Secondary School,Kothamangalam, Kochi

OCTOBER 2009 – MARCH 2011

passed higher secondary in computer science stream

Internships

Intern , Supreme court of india, Delhi

Extra-curricular activities

Kerala state First in item Mathematical Games Mathematical fare, kerala state educational board, Kerala

OCTOBER 2009

Short film "Novu" Directed has more than 22 Million views on youtube

youtube channel with 100k subscribers



THRIKKAKARA MUNICIPALITY

NGO Quarters - Mavelipuram Rd, Kakkanad, Kerala 682030, Kochi, Kerala, India.

EXPERIENCE CERTIFICATE

Romy george

Puthayathumolel house,
Thattekad p.o, Kothamangalam
, Ernakulam, Kerala, 686681

Email: Romylawlegal@gmail.com

Contact: 9526280416, 8281051369.



To Whom It May Concern,

This is to certify that ROMY GEORGE (student of government law college, Ernakulam), bearing passport number : N7325326, has worked as a Data Entry Operator at our Thrikkakara Municipality,, from 2nd October 2020 to 31st May 2022. During this period, mr ROMY GEORGE demonstrated dedication, proficiency, and a high level of professionalism in their role.

Key responsibilities and achievements during their employment include:

1. Position: Data Entry Operator (Duration: 2nd October 2020 to April 30)

- * Efficiently performed data entry tasks with accuracy and attention to detail.
- * Managed and supervised the Data Entry team assigned to the COVID First Line Treatment Centre (CFLTC)
- * Ensured the smooth operation of data management systems and processes.
- * Demonstrated excellent organizational skills in handling a large volume of data during the COVID pandemic.

2. Position: Data Entry Operator (Duration: May 2021 to 31st May 2022)

- ❖ Contributed to the COVID vaccination efforts as a Data Entry Operator at the Family Health Centre, Kakkanad, and the Primary Health Centre, Thrikkakara.
- ❖ Maintained meticulous records of vaccination data, ensuring accuracy and compliance with established protocols.
- ❖ Collaborated effectively with healthcare professionals to facilitate the efficient flow of information.

During His tenure, He consistently displayed strong communication skills, adaptability, and a commitment to delivering exceptional results. They worked diligently to support the healthcare system during the challenging circumstances of the COVID pandemic.

This experience certificate is issued to Mr. ROMY GEORGE to attest his professional capabilities and work history. It is recommended that Mr. ROMY be given due consideration for employment opportunities in any international country requiring his skillset and experience.

Sincerely,

Secretary,

Thrikkakara Municipality.

PRASAD P.N.
MUNICIPAL SECRETARY
THRIKKAKARA MUNICIPALITY

Dr. Dhanya
Medical officer

Dr. Dhanya K.V.
Assistant Secretary
Family Health Centre, Thrikkakara
Kakkanad, Kochi - 682030

Dr. Piugna
Medical officer

Primary health Centre, Thrikkakara

MEDICAL OFFICER IN CHARGE
PRIMARY HEALTH CENTRE
THRIKKAKARA, KOCHI - 682 030



Biju P. Raman

Advocate on Record
Supreme Court of India

Date: 25.06.2023

TO WHOM IT MAY CONCERN

This is to certify that Mr. Romy George, a law student at Government Law College, Ernakulam, undergoing his 5th Semester of Three (3) Year LLB Course, has successfully completed an internship program under my guidance from 17/04/2023 to 05/05/2023. Throughout the internship period, he has demonstrated exceptional dedication, enthusiasm, and a strong commitment to learning and professional development.

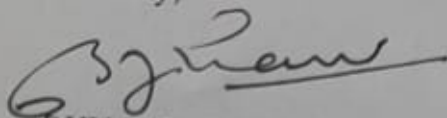
During Mr. Romy George's tenure at my office, he has actively participated in various legal research assignments, attended client meetings, and assisted our team of attorneys with case preparations and drafting legal documents. He displayed excellent analytical skills, attention to detail, and a solid understanding of legal principles.

Moreover, Mr. Romy George, exhibited a high level of professionalism and interpersonal skills when interacting with clients, colleagues, and staff members. He consistently maintained a positive attitude and willingly took on additional responsibilities, contributing significantly to the overall success of our firm.

We would like to express our sincere appreciation to Mr. Romy George's for his valuable contributions during the internship period.

We wish Mr. Romy George, the very best in his future endeavours and trust that his experience with us will serve as a solid foundation for his legal career.

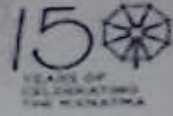
Sincerely,



BIJU P. RAMAN
Advocate on Record
Supreme Court of India

BIJU P. RAMAN
ADVOCATE ON RECORD (CC 2211)
SUPREME COURT OF INDIA
57, LAWYERS' CHAMBER
SUPREME COURT OF INDIA
NEW DELHI - 110 001
MOB: +91 9910527653
Email: advbijuraman@gmail.com

Chamber: 57 Lawyers' Chamber, Supreme Court of India, New Delhi - 110091
Office: B 706 Vardhman Apartments, Mayur Vihar Phase - I Extn., New Delhi 110091
Email: advbijuraman@gmail.com, Mob: +91 9910527653



GOVERNMENT POLYTECHNIC COLLEGE
KALAMASSERY, ALUVA - 683 104
Tel: 0484 2555356, Fax: 0484 2540200
www.gptckalamassery.org
gptckalamassery1951@gmail.com
GSTNo.32AAAGG0727P1ZG

No. C1/3841/2020/GPTCK

Dated : 16-09-2020

CERTIFICATE

This is to certify that Mr. Romy George (Admission No - 19865), S/o Mr. George P.V, Puthayathumolel House, Thattekad P.O, Ernakulam was a student Mechanical Engineering diploma of this institution during the academic year 2011-12 to 2015-16. His character and conduct during that period was good and completed the course.

This certificate is issued on his request for his higher studies.



Chandrasekharan
PRINCIPAL
PRINCIPAL
GOVT. POLYTECHNIC COLLEGE
KALAMASSERY

To

Mr. Romy George
Puthayathumolel House,
Thattekad P.O, Ernakulam

