



AISWARYA RAJU ANTONY

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OBJECTIVE

Seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

ACADEMIC QUALIFICATION

Course	Name Of The Institution	University / Board	Year Of Completion	Percentage/CGPA
AISSE (X)	Holy Angels' School CBSE, Trivandrum, Kerala	CBSE	2009	84%
AISSCE (XII)	Holy Angels' School CBSE, Trivandrum, Kerala	CBSE	2011	80.4%
B Tech	Mar Baselios College of Engineering and Technology, Trivandrum, Kerala	University of Kerala	2015	7.47 (CGPA on10)
PGDM (HR)	LIBA-IC	AIMA	2017	3.20* (CGPA on 4.33)

**Appearing AIMA PGDM HR*

INTERNSHIPS & WORK EXPERIENCE

- **HR & Marketing Coordinator at New Jyothi Publications, Trivandrum.**
 - 4th October 2017 – present
 - Duties and responsibilities
 - Facilitating human resources processes
 - Ensuring the effective utilization of plans related to HR programs and services
 - Administering health and welfare plans, including enrollments, changes, and terminations
 - Answering employee requests and questions
 - Assisting with new employee hiring processes
 - Analyzing training needs, developing training curriculum, and delivering training courses
 - Frequently evaluate training procedures, analyze course effectiveness, and update curriculum, as needed.
 - Providing benefits orientations and enrolments
 - Maintaining employee files as to ensure accuracy and compliance
 - Maintaining new hire, employee, and absentee reports (weekly, bi-weekly, or monthly)
 - Meeting with department managers to develop specific recruiting plans
 - Providing company information and job opportunities to potential candidates
 - Prepares marketing reports by collecting, analyzing, and summarizing sales data.

- Researches competitive products by identifying and evaluating product characteristics, market share, pricing, and advertising; maintaining research databases.
 - Track progress with Marketing Executives
 - Identify and analyze competitors
 - Collaborate with the design department to produce promotional materials
 - Organize promotional activities for new products/services
- **HR Coordinator at Aegis Limited, Trivandrum.**
 - Duration : 3 months
 - Job Description : Assisting recruitment and hiring, joining and exit formalities, coordination of employee engagement activities, maintaining employee records and active participation in day to day HR operations.
- **Intern at Terumo Penpol Pvt. Ltd.**
 - Duration : 1 month
 - Job Description : Organisational Study and General Management
- **Intern at NATPAC, Trivandrum.**
 - Attended Traffic Analysis Internship
- **Intern at Cochin Port Trust, Kochi.**
 - Attended an Industrial Training under the Civil Engineering Department.

PROJECT PERFORMA

Doing a project on “**An Analysis of Job Satisfaction among Contact Centre Employees in Aegis Ltd**” as part of the AIMA PGDM program at Aegis Limited.

The aim of this project is to recognize and discuss the job satisfaction level among Contact Centre Employees in Aegis Ltd. The project reviews the literature investigating the relationship between employees and the company.

Completed project on the topic “**Design and Planning of A Residential Green Apartment in the Hot-Dry Zone**” during BTech Civil Engineering.

The objective if the project was to design a green building suitable for the hot-dry climate zone in India in order to estimate the total energy consumption and to find its cost efficiency and to adopt various green concepts according to the standard recommendations of IGBC.

CAPSULE COURSES

Interpersonal Dynamics, Counselling Skills, Spreadsheet Modelling, Data Warehousing, Labour Law, CSR - Basic Module

TECHNICAL SKILLS

AutoCAD 2D, Revit Architecture, STAAD.Pro, Microsoft Office, Adobe Photoshop

CO- CURRICULAR ACTIVITIES

- Coordinated Career Guidance Programme held at college.
- Coordinated various cultural and technical Inter College Fests.
- Member of the college senate for the academic year 2014-`15.

ACHIEVEMENTS

- o Winner in Collage Competition - University of Kerala Youth Festival 2014 & South Zone Inter University Youth Festival 2014 held at Tumkur University, Karnataka.
- o Runner Up in Collage Competition –National Inter University Youth Festival 2015 held at Devi Ahilya , Indore, Madhya Pradesh.
- o Second Runner Up in Rangoli Competition –Kerala University Youth Festival 2015.
- o Awarded the **Best Artist** Title by the Department of Civil Engineering, Mar Baselios College of Engineering and Technology, Trivandrum.
- o Also won prizes in various intra and inter collegiate competitions.

HOBBIES

Painting, Collage, Craftworks, Photography and Photoshop Editing.

PERSONAL INFORMATION

Date of Birth : 15/07/1993
Marital Status : Single
Nationality : Indian
Language Proficiency : English, Malayalam, Hindi, Tamil
Permanent Address : Vakkathumalil, Vettimukal, Ettumanoor, Kottayam. Pin: 686 631
Passport No. : Z3332517

DECLARATION

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Date :02-01-2018
Place : Trivandrum

Yours faithfully
Aiswarya Raju Antony