

RESUME



ANIT MARY JOSEPH

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Ramankary PO, Alappuzha

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OBJECTIVES

- To acquire a position more suited to my skills and capabilities.

PROFESSIONAL EXPERIENCE

- **The Zuri Kumarakam, Kerala Resort and Spa (Dec 20th 2017 – May 20th 2018)**

Duration: Five Months

Specifications: HR Trainee Associate

DUTIES AND RESPONSIBILITIES

- PF Registration
- ESIC Registration
- KSW Registration
- WPS Registration
- Update Wage Register
- Update Attendance Register
- Update Leave Cards

EDUCATIONAL QUALIFICATIONS

- **Master of Business Administration (MBA) HR and Marketing (2015- 2017)**
St. Joseph's college of Engineering and Technology, Pala (Affiliated to MG University)
- **Bachelor of Arts Communicative English (BACE) Triple Main (2012 – 2015)**
Assumption College, Changanacherry (Affiliated to MG University)

PROJECT DETAILS

- **Eden Public School, Manjadikkara (Nov 4th 2013 – Nov 29th 2013)**
Duration: One month
Specifications: Training Teacher
Duties and Responsibilities: Teaching Lkg to 9th standard Students.

- **Malayala Manorama, Kottayam (Dec 1st 2014 – Dec 31st 2014)**
Duration: One Month
Specifications: Trainee Reporter
Duties and Responsibilities: Reporting, editing and collecting news.

- **Malayala Manorama, Kottayam (May 2nd 2016 – June 2nd 2016)**
Duration: One Month
Specification: Study about Organisation

- **Malayala Manorama, Kottayam (May 2nd 2017 – June 30th 2017)**
Duration: Two Months
Specifications: Project Trainee
Topic: Effectiveness of E-recruitment Practices at Malayala Manorama

TECHNICAL QUALIFICATIONS

- Microsoft Word, Microsoft Power Point Presentation and Microsoft Excel Spreadsheet

PERSONAL INTEREST

- Playing Cricket, Playing Badminton, Writing Poetry and Listening Music

STRENGTHS

- Honest, Self-Motivated, Hard Working and Optimistic

LANGUAGES KNOWN

- Malayalam, English

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 01/10/1994
- Gender : Female
- Age : 23

DECLARATION

I declare that all the above information is correct to the best of my knowledge and belief.

Anit Mary Joseph

Place: Ramanakry

Date: