

MEERA RAJAN

Retnamma Vihar
Thrichattukulam P.O
Cherthala
Alappuzha(dist)
Pin: 688581
Email: meerarajan88@gmail.com
Mobile No: +91 9539154098

OBJECTIVE

To utilize my analytical, numerical and communicational skills for the mutual benefit of the organization and myself as an individual

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE MARKS
MBA	LEAD College of Management, Palakkad, Kerala	Calicut University	2013	71
B.Sc. Computer Science	Swamy Saswathikananda College	MG University	2010	70
Plus Two	Vaduthala Jama-ath Higher Secondary School	HSE Board	2007	79.5
S.S.L.C	St. Mary of Leuca	CBSE Board	2005	67

EXPERIENCE

- 6 months of experience as HR Generalist in NTAG Technologies Pvt. Ltd.

ADDITIONAL QUALIFICATION

- One year PGDM in Entrepreneurship and Retailing
- MS Office, Linux, Windows 8

ACADEMIC PROJECTS

- MBA Minor project in Human Resource Management on the topic “*Training Need Analysis for the Employees of United Breweries, Palakkad*” for a period of 21 days.

- MBA Major project in Finance on the topic “*Working Capital Assessment methods in Federal Bank, Aluva*” for a period of 45 days.

SEMINAR

- A Seminar on the topic Ethical Hacking.

ACHIEVEMENTS

- First Runners up in the Finance game conducted by Elijah Institute of Management in the year 2012.
- First prize for the HR game conducted by Guruvayoorappan Institute of Management in the year 2012.
- Successfully coordinated the management meet conducted by Lead College of Management 2011.
- I am one among the coordinators of the finance for the management meet conducted by lead college of management 2012.

KEYROLES HELD

- Managing a Textile business.
- I am an Active coordinator of the Tuition committee in Lead College of Management.
- Volunteer for the Industrial Exposure conducted jointly by the Kanjikode Industries Forum and Palghat Management Association in the year 2011.
- Presented Budget 2010-2011 in Lead College of Management.
- Actively coordinated the Accounting relay conducted by the finance club in Lead College of Management.
- Active member in Vanitha Grihalakshmi vedi Palakkad.
- Actively coordinated the Sudoku competition conducted by the finance club of Lead College of Management.
- Actively conducted the Blind chess competition held by Lead College of Management
- I got A grade for dance competition in Higher Secondary Youth Festival at State Level.
- I am an active coordinator of Library tem in Lead College of Management.

INTERESTS AND HOBBIES

- Teaching
- Dancing

LANGUAGES KNOWN

Language	Read	Write	Speak	Understand
English	✓	✓	✓	✓
Malayalam	✓	✓	✓	✓
Hindi	✓	✓		
Tamil				✓

PERSONAL DETAILS

Age and Date of Birth : 26 Years, 8th June 1989
Gender : Female
Father's Occupation : Business

COLLEGE ADDRESS

Lead College of Management
Dhoni P.O
Palakkad
Pin : 678009

REFERENCES

- Dr. Thomas George K,
Chairman,
Lead College of Management
Dhoni, Palakkad
Email : thomasgeorgek@hotmail.com
Mobile: +91 9447146479

- Mrs. Saraswathi Amma,
Rtd. Principal,
NSS College, Nenmara
Email ID: mcpanicker@gmail.com
Mobile : +91 9447040637

MEERA RAJAN