



//PROFILE

Name

RENJU RAJU

Date of Birth19th October 1993**Marital Status**

Married

Address

W/o Lixson Thomas
Chakkanattu House
Kattikunnu
Chempu P.O
Vaikom , Kottayam
Pin code: 686608

Contact Number

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+91 8137020808

Mail
renjurp93@gmail.com
Languages Known

- English
- Malayalam
- Hindi

Preferred Job Location

Cochin

// Career Objective

Seeking a career opportunity where I can contribute towards the growth of the organisation along with self-development.

// Profile Summary

MBA Finance & International Business graduate having 2 years of experience in Hospital Administration and Project Management which includes, Handling insurance claims and processing, project report preparation , office administration etc.

// Experience

From 27/02/2019 To 04/07/2019 Gudwil & Goodwill

Working as **Executive** in the Legal Department of Gudwil & Goodwill a Intellectual Property Consultants. My Responsibilities are

- In charge of Hearing Department
 - Handling the customer enquiry regarding Trademark Hearing
 - Communicating with the customer regarding the Hearing
- Coordinating the Hearing process

From 02/01/2017 To 18/06/2018 Rajagiri Hospital , Chunagamvely , Alvua

Worked as **Junior Operations Executive** in Rajagiri Hospital a JCI and NABH accredited Hospital. My Responsibilities are:

- Insurance Claim Processing
- Giving orientation to the Patient about Insurance process
- Maintaining good relationship in insurance companies for faster claim process
- Coordinating with other department for smooth functioning of department.
- Acting as a coordinator between consumer and insurance company for faster claim processing

From 05/09/2016 To 31/12/2016 Finworth Strategies and Management Pvt.Ltd.

Worked as **Credit Office** . My Responsibilities are:

- Overall Office Administration
- Project Report Preparation for Clients (Feasibility Study , Break even analysis etc.)
- Assisting in Recruitment Process

// Project Undertaken

- Designed Project on the topic “A Study On Financial Performance Of Carborundum Universal Limited” at post graduate level.
- Designed Project on the topic “Evaluation of the Loan Scheme of Kalamassery Service Co-operative Bank Ltd. No.: 3046” at degree level.
- **SUMMER INTERNSHIP** -Apollo Tyres Limited, Kalamassery.

June 2015 – July 2015 (45 days).

Conducted a Analysis of Working Capital Management of Apollo Tyres

// Education

SCHOOL / COLLEGE	COURSE	BOARD / UNIVERSITY	YEAR OF COMPLETION	PERCENTAGE
School of Management Studies, Cochin	MBA	Cochin University of Science And Technology , Cochin	2016	77
Al- Ameen College , Edathala , Aluva	B. Com Computer Application	Mahatma Gandhi University , Kottayam	2014	86.25
Govt. Boys Higher Secondary School , Aluva	Plus Two (Commerce)	State	2011	85
St. Francis Higher Secondary School for Girls , Aluva	S.S.L.C	State	2009	80

Other Qualification

- Completed certification in Direct Tax Law and Practices conducted by Post Graduate Department of Commerce , Al-Ameen College Edathala
- Completed Certification in Computerised Financial Accounting Using Tally conducted by L.B.S Center for Science & Technology, Thiruvananthapuram

Achievement & Activities

- Volunteer of “Talentime 2015” in the finance game at School of Management Studies.
- Certification in 10th National IT Aptitude Test conducted by NIIT in 2014
- Volunteer of Red Cross.

Seminar/Workshops

- Attended Pre-2015 Budget Discussion on “Opportunities & Roadblocks for the Education Sector” organised by School of Management Studies, CUSAT.
- Attended National Seminar on Moulding Managers for Mankind , Organized by School of Management Studies , CUSAT
- Attended Young Entrepreneurs Summit 2014 Kerala organised by Government of