



# SNEHA REJI

Highly effective HR professional reaching three years of Experience in a variety of HR aspects.

## PROFESSIONAL EXPERIENCE

**November 2018– Till Now**

HR Assistant • **Asten Realtors Pvt Ltd, Kochi**

### **Key Roles And Responsibilities**

- Recruitment processing.
- Onboarding and Induction activities.
- Attendance & Leave Management
- Addressing employee issues and grievances.
- Providing clerical & administrative support to senior HR.
- Payroll and statutory works support
- Employee Performance Appraisal
- Exit interview and off boarding.
- Compile and update employee records.
- Letter Drafting.
- Make arrangements for salary account opening.
- Assisting HR head with day to day operations of the HR functions & duties.
- General Administration

## PROJECTS & INTERNSHIP

- Conflict management project in OEN India Ltd. Mulanthuruthy, from the period of March to May 2018.
- Summer internship training program in KITEX LTD, Kizakkambalam, Kochi, from the period of June 1 to 30 2017.
- UG – Comparative study on SB a/c holders using ATM withdrawal and other physical forms of withdrawal at Tripunithura Municipality.



15-06-1995

**SINGLE**



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## ACADEMIA

2016 - 18

**MBA – HR & LOGISTICS**  
ANNA UNIVERSITY, CHENNAI | INDIA  
WITH B GRADE

2013 - 16

**B.COM – COMPUTER APPLICATION**  
MAHATHMA GANDHI UNIVERSITY | INDIA  
WITH 70%

2011 - 13

**XII<sup>th</sup>**  
CBSE WITH 70%

2011

**X<sup>th</sup>**  
CBSE WITH 74%

## SKILLS

Flexible | Self-Confident | Observant | Adaptable | Recruitment | Team work | Trustworthy | Training | Dedicative | Leadership | Technical Skill - MS (Word, Excel, PowerPoint).

## HOBBIES

- Interested in public speeches and orating.
- Love to explore and travel.
- Listening Music and movies.

## ACHIEVEMENTS

- **PG-** outstanding volunteer of the year.(MBA-2016-2018)
- **UG-** Best outgoing student (B.com Computer Application) (2013-2016).
- Pursued participation certificate for inter college elocution fest under Nirmala College , Muvatupuza.
- Volunteer in N.S.S and pursued volunteer certificate from MahathmaGandhi University.
- Lead from the front in organizing several formal and informal events.

## DECLARATION

I, hereby declare that the information furnished above is true to the best of my knowledge.

Place: Ernakulam

SNEHA REJI



MEMBERSHIP IN CMA  
MEMBERSHIP IN CITEHR

## LANGUAGES KNOWN

ENGLISH	R W S
MALAYALAM	R W S
TAMIL	X X S
HINDI	R X X

## PASSPORT DETAILS

PASSPORT NUMBER : R1455936  
PLACE OF ISSUE : COCHIN  
DATE OF ISSUE : 05/07/2017  
EXPIRY DATE : 04/07/2027