SNEHA REJI

⁴ 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.



SINGLE

Pulimoottil House, Thiruvamkulam P.o Ernakulam- 682305

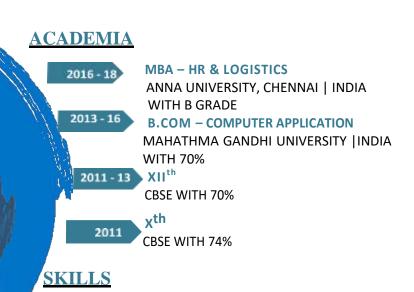
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sneharejimba95@gmail.com, snehareji1995@gmail.com



https://www.linkedin.com/in /sneha-reji-b90695141/





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



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 NUMBE	R : R1455936
PLACE OF ISSUE	: COCHIN
DATE OF ISSUE	: 05/07/2017
EXPIRY DATE	:04/07/2027