



ANSA BIJU

Mob: 9947056459

Email: ansabiju1997@gmail.com

Permanent Address

Chakkalackal House
Thuruthy P.O
Pralayakkad
Ernakulam, Kerala
Pin: 683545

Personal Data

Fathers name: Biju Paul
DOB : 28/02/1997
Nationality : Indian
Religion : Christian

Areas of Interest

- Finance
- HR Recruitment
- Payroll
- Accounts

Career Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Professional Experience

- 45 Days experience in “EASTERN CODIMENTS Pvt. Ltd” as Finance trainee (Internship).
- 30 days internship in “Signness Technologies” as Human Resource recruitment intern from 01/12/2020 to 30/012/2020.
- 8 month internship in HR department at “The Aeiwa Projects”, from 17/02/2021to 22/09/2021 as work from home mode. Worked as ‘Human resource Trainee’ during this period

Educational qualifications

Course	Specialization	Institution	University	Year	Mark(%)
MBA	Finance & HR	Sree Narayana Gurukulam College of Engineering, Kadayiruppu	KTU	2018-2020	78%
B.Com	Computer Application	MES College, Marampally	M.G. University	2014-2017	74%
PLUS TWO	Commerce	Mar Elias Higher Secondary School, Kottapady	Board of H.S.E	2012-2014	90%
SSLC		Mar Kauma High-School, Vengoor	Kerala State syllabus	2011-2012	92%

Languages Known

English: Read- Write- Speak

Malayalam: Read-Write-Speak

Hindi: Read- Write

Personal Strength

- Adaptable
- Positive Attitude
- Self confidence
- Hardworking

Computer Knowledge

- MS Office
- MS Excel
- MS PowerPoint
- MS Word

Certification Programme

- Certified in Microsoft Office Specialist for Office Excel 2016
- Certified in Data Analytics and Visualisation
- Certified in Computerised Accounting in Tally

Academic projects

- Title: “green banking practices in scheduled commercial banks as a part of degree main project.
- Title: “A study on emotional intelligence for the academic achievement of students” on January 2020 as a part of MBA curriculum.
- Title: “A study on employee retention practices in Eastern Condiments pvt. Ltd” on June 2020 as a part of MBA Final year project.

Achievements

- Presented a paper on the title “Green Banking” in the Albertian International Knowledge Summit 2017
- First place in Perfect HR Team event held in inter college HR fest “AATHMANA 2019

Professional Membership

Yi – Young Indians (Yi) is an integral part of **CII**, formed in 2002 as a PAN India platform for young Indians to realize the dream of a developed nation.

Reference

- Dr. Farzana S Hussain Asst. prof of MES College Marampally-9895172405
- Rajani Sunny Asst. prof of SNGCE Kadayirippu-9446276369

Declaration

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

Date: 23/06/2021

Place: Pralayakkad

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