

Curriculum Vitae

Aswathy Rajan

Permanent Address

ASSARIKUDIYIL(H)
AIRAPURAM (PO)
AIRAPURAM
PERUMBAVOOR
ERNAKULAM(DIST)
683541

MobileNo

+ 91 8590001674
+ 91 9745136448

Email :

aswathyrajan513@gmail.com

Personal Data;

Date of Birth: 25/05/1994

Sex : Female

Nationality : Indian

Marital Status: Single

Languages Known: English,
Malayalam

Hobbies & Interests

- Travelling
- Thinking about new technologies

Objective

- To take up a challenging position in an organization that provides me an opportunity to grow with the organization.

Interpersonal Skills

- Open to new technologies and Quick learner
- Ability to deal with people diplomatically
- Can lead a team if needed.

Educational Qualification

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
PG; Master of Human Resource Management	CET College of Management science & technology	2017	80%
UG: B com - Cooperation	Reliance College Perumabvoor	2015	65%
Higher secondary	G.H.S. S Thamarassery	2011	79%
SSLC (10th)	St. George High School Velamcode	2009	76%

WORK EXPERIENCE:

Magnamind Ventures Pvt Ltd, Nellad, Ernakulam

H R Executive (September 2017- Present)

- Prepare Monthly Salary Calculation
- Maintaining Statutory Compliance (ESI,PF)
- Maintaining Individual Employee Documents
- Handling Recruitment activities and Staffing
- Record Employee Leave Records

SKILLS

KEY SKILLS

- Hard working, motivated, smart and young
- Easily adaptable to environment
- Willpower, sincere & helpful

TECHNICAL SKILLS

- MS- excel, MS -word and power point
- General basis of computer
- Zoho Software

HOBBIES

- Travelling
- Photography
- Listening music_

Passport Details

Passport Number : P 9829749

Date of expiry : 19-04-2027

PROJECT UNDERTAKEN

HUMAN RESOURCE MANAGEMENT

- A study on Health and Safety Measures of Employees at TCC LTD, Kalamassery Ernaulam

INDUSTRIAL VISIT

- Unipower Transformers Pvt. Ltd, Valayanchirangara
- Nirapara KKR Products & Marketing Pvt. Ltd, Kalady
- Eastern Condiments Pvt. Ltd, Adimaly

SEMINARS AND TRAINING

- Participated in Training and Employability Program organized in the officemanagement under

KASE from ICA Educational Skills Private Ltd

DECLARATION

I hereby declare that the above particulars are true to the best of my knowledge and belief.
I assure you that I will abide by the rules and regulation of the organization.

Date :

Yours sincerely,

Place :Airapuram

Aswathy Rajan