

SNEHA ANNA BIJU

Address: Karingakkal House, Piravom P.O, Piravom

Ernakulam – 686664

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CAREER OBJECTIVE

To be associated with a growth oriented company where my skills in Finance and HR can help in the development of the company while helping me to further my professional interests in a stimulating environment.

Personal Details

Name : **Miss. Sneha Anna Biju**
Father's Name : **Biju P. Kumar**
Name of Guardian & Relationship : **Biju P. Kumar, Father**
Age & Date of Birth : **23 Yrs., 08/12/1998**
Sex : **Female**
Marital Status : **Single**
Nationality : **Indian**

EDUCATIONAL QUALIFICATION

COURSE	COLLEGE	UNIVERSITY/ COLLEGE	PERCENTAGE OF MARKS	YEAR OF PASSING
MBA (Specialized in HR and Finance)	Sree Narayana Gurukulam College Of Engineering	A P J Abdul Kalam Technological University	80%	2021
B.COM	Baselios Poulouse Second College	Mahatma Gandhi University	75%	2019
PLUS TWO	Govt.H.S.S Piravom	Board Of HSE, Kerala	85%	2016
S.S.L.C	M.K.M H.S.S Piravom	Kerala State Board	90%	2014

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Powerpoint
- Microsoft word

PERSONAL SKILLS

- Communication Skill
- Presentation Skills
- Adaptable

ACADEMIC PROJECTS

A study on the effectiveness of e-recruitment with reference to Muthoot Fincorp Ltd.

LANGUAGE

- English
- Malayalam

CERTIFICATIONS

- Certified in Computerized Accounting In Tally.
- Certified in Legal Framework For Compensation Management.

INTERNSHIP

HEDGE EQUITIES

Internship Area: HR

Industry: Finance

Internship Type: Virtual

Period: 14th September 2020-5th December 2020

Internship Details:

- Prepared the following on different designations in the financial industry:
 - Job Description
 - Key Performance Indicators
 - Key Responsibility Areas

- Conducted SWOT Analysis on asset classes
- Interviewed the different important designations of Hedge
- Had class on Salary Statement by the HR Head
- Conducted weekend activities for other interns

Internship project: A study on worklife balance of employees with respect to Hedge Group.

Novelworx Digital Solutions Pvt Ltd

Position: Talent Acquisition Trainee

Industry: BPO

Period: 5th October 2021-31stJanuary 2022

- Talent sourcing
- Screening Resumes
- Coordinating interviews
- Lining up candidates
- Follow up on interview process

REFERENCE

Mr. Kiran Vijay

Asst. Professor – SNGCE

Kadayirippu, Ernakulam

Mobile No : +91 9809082432

DECLARATION

I hereby declare and sincerely affirm that the above furnished particulars are true and correct to the best of my knowledge and belief.

SNEHA ANNA BIJU