

RAJALAKSHMI C



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Objective

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

Educational Qualifications

Qualification	Board /University	Subject	Institution	Pass-out Year	Percentage (%) /CGPA
M.B.A	BHARATHIAR UNIVERSITY	Human Resources Management	CITMS, Perumbavoor	2019	6.5/10
B.A	M.G University	English Literature ,Model II Administrative Assistant	Mar Thoma College for Women, Perumbavoor	2017	70%
Plus Two	Board of Public Examination, Kerala	Commerce	N.S.S.H.S.S Varappetty Ernakulam, Kerala	2013	84%
S.S.L.C	Board of Public Examination, Kerala	General	St.Augustines Girls's Higher Secondary School, Kothamangalam	2011	75%

Personal Competence

- Can handle pressure situations.
- Maintain good relationships.
- Flexible to work independently or as a part of a team
- Have a strong mind to mould myself as what company needed , by hard work.

Experience

GEOJIT FINANCIAL SERVICES LTD

2017 JUNE – 2017 OCTOBER

Worked as Admin Executive in Adminstrative Department

VASUNDHARA SAROVAR PREMIERE

2019 DECEMBER - 2020 MARCH

Worked as HR executive Trainee in HR Department

MALABAR GROUP OF COMPANIES

2020 JUNE - 2021 OCTOBER

Worked as HR Executive

DIGIBIZ BUILD ON QUALITY RATING PVT LTD

2022 FEBRUARY -PRESENT

Working as Senior H R Executive

Personal Details

GENDER	:	Female
D.O.B	:	08.10.1995
MARITAL STATUS	:	Married
NATIONALITY	:	Indian
RELIGION AND CASTE	:	Hindu,Nair
LANGUAGES KNOWN	:	English,Malayalam,Tamil and Hindi
PRESENT ADDRESS	:	Pokkaparambathu(h) ,jayasree junction, kanjiramattom P O,Ernakulam, PIN:682315,Kerala
PERMENANT ADDRESS	:	Chandralayam (h), Neriamangalam, Ernakulam,PIN: 686693,Kerala

Declaration

I here by declare that the facts above mentioned are correct and true to the best of my knowledge.

