

ANJANA SAJI



Contact

Address:

Puthupparambil(H)
Venkuringi P.O Manipuzha
Kottayam dist: 686510.

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Languages

English
Hindi
Malayalam

Career Objective

To work for a well-reputed organization, for learning different HR practices of it & give my best to it. To make a way where I can apply my acquired skills & contribute to the growth of the organization & grow parallel with it.

Education Qualification

- 2018-2020 Master of Human Resource Management (MHRM)**
Mar Augusthinose College, Ramapuram, Kerala /
Mahatma Gandhi University with 76%
- 2015-2018 B.Com Cooperation**
Mar Augusthinose College, Ramapuram, Kerala /
Mahatma Gandhi University with 77%
- 2014-2012 HSE**
S.N.D.P HSS Venkuringi, Kerala with 83%
- 2012-2011 SSLC**
S.N.D.P HSS Venkuringi, Kerala with 81%

Experience

• **ACADEMIC PROJECTS**

- **MHRM**
Project on “Employee Relationship Management in MRF Ltd, Kottayam”.
 - A study on employee relationship management and its effect on employee performance on the basis of ERM components.
- **B.com**
Project on Consumer Satisfaction in KISCO, Pala.

• **INTERNSHIP**

- Attended an internship in Mahindra & Mahindra Ltd in HR department, start from 15th March 2019 to 16th April 2019.
 - Preparation of Employee Database, Daily Attendance follow-up, Performance Appraisal, Shortlisting of Profiles & conduct their preliminary round, Preparation of offer letter & Experience Certificate.

Seminar

- Attended MBTI (Myers- Briggs Type Indicator) Seminar.

Certification

- Excel, Tally GST – AVODHA.

Tech Skills

- Microsoft Word, Excel, PowerPoint
- Tally ERP 9

Soft Skills

- Good Communication
- Smart worker
- Quick Learner
- Easily Adaptive
- Active team player
- Empathic Skills
- Multi-tasking Skills
- Decision Making Skills

Extra-Curricular Activities

- Exploring new places
- Trying out new Recipes

Reference

- Prof. Binu George (HOD)
Managements Department,
Mar Auguthinose College
Ramapuram.
Phone: 9495188823.
- Prof. Adv. John Zacharias
Assistant Professor,
Mar Auguthinose College
Ramapuram.
Phone: 9605693442.

Declaration

I hereby declare that all the above information are correct and accurate my best knowledge and belief.

Anjana Saji