

# Devika Ajith

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9207306335

23/01/2000

SIVADAM (H) kommeri P O Calicut (Currently settled in Kochi)

## Objective

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## Experience

### Private Company Ltd

Executive Assistant

01/02/2022

Handling both HR and Admin job role.

### Baby Memorial Hospital

HR Intern

Interned as a Human Resource Intern at Baby Memorial Hospital, Calicut for a period of 2months.

## Education

### Mahatma Gandhi University

2020-22

MBA (Specialized in HR and Operations) - pursuing

### Saint Joseph's College, Devagiri (Autonomous)

2017-2020

BBA (specialized in Finance) - 54%

## Skills

MS-PowerPoint, MS-Word Communication Skills Ambitious & Hardworking Leadership Quality & Time Management

## Projects

**Study on Effect of Performance Appraisal on Employees at AMANA TOYOTA**

## Reference

### Smita Jaykrishnan - Executive Secretary

Pvt Ltd

9495593693

### Baiju P Samuel - Senior Professor

DCSMAT Vagamon

+91 80860 12392

## Language

English Malayalam Hindi

## Achievements & Awards

Achieved 3rd prize for "SHE ENTREPRENEURSHIP" event in INFLORE management fest held at Rajagiri College of Management and Applied Sciences.

## Activities

\* Participated in Inter-College competition \*Senior Club coördinator for CLUB PHOENIX in DCSMAT Vagamon \*Event Head for a Management meet held at Saint Joseph's College, Devagiri \*Part of Influencer team posted by EVENSTOR under the category of crafting. \*Been nominated for the Young Entrepreneur Award 2019 under the category of Paper Craft. \*Featured in Mallu startup page as a Content Creator.

