

# RESUME

## JINNY SAJU

Nedungadan (h)

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### Career Objective

To ensure an entry level position in an organization where I can enhance my skills and abilities in the HR domain there by aiming professional growth and leading the organization to progress.

### Project and Internships

- Working as HR assistant in Reetta Hygiene Private Ltd, Aluva.
- Worked as an HR Executive trainee in Lisie Hospital, Ernakulam.
- Internship at Kancor Mane.  
It was a one-month internship programme done in the HR department under the guidance of Mr. Vipin Kumar, HR Head. It gave me an opportunity to learn about the functions of the HR department. Duties include distribution of employee health insurance cards, screening resumes and application forms, participated in organizing company events and careers days.
- Internship at KAMCO LTD  
It was fifteen days internship programme done in the HR department of KAMCO Ltd under the guidance of Mr. M.C Vijayakumar, HR Manager. Responsibilities include gathering payroll data like working hours, leaves etc.
- Academic project titled 'Impact of performance appraisal system on employee commitment' was done in Lisie Hospital, Ernakulam.

### Educational Qualification

- Degree in B.A Literature & Communication Studies from St. Xavier's College for Women, Aluva, Ernakulam (Mahatma Gandhi University, Kottayam).
- MBA in HR from Naipunnya Business School, Pongam, Thrissur (Calicut University).

### **Key Skills**

- M S Office
- Good Communication
- Team working
- Problem solving
- Training & Developmental skills

### **Activities or Achievements**

- Organized HR team of CAZADORZ ver 4.0, inter college management fest conducted by Naipunnya Business School, Pongam.
- Secured first position in HR game for AAGNEYA 2018, intracollege fest conducted at Naipunnya Business School.
- Completed a CSR project Hastham organized by NBS, Pongam at Malakappara.

### **Personal Profile**

Date of Birth: 20/03/1997

Gender: Female

Marital Status: Single

Languages known: English, Malayalam, Tamil

### **Declaration**

I hereby declare that all the above-mentioned information's are true and best of my knowledge and it can be supported with relevant document.

Place: Angamaly

Date: 16/04/2022

**Jinny Saju**