

RESUME

AMRUTHA T J

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CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

PERSONAL TRAITS

- Strong desire and ability to learn new concepts.
- Function well in fast paced environment.
- Pleasant Personality, Confident.
- Willingness to take initiative and be result oriented.
- I am also confident of my ability of work in a team.

PROFESSIONAL EXPERIENCE

 **Clinovex Clinical Research Solutions.**

HR Executive / Students Counselor (03/12/2021 – 23/03/2022)

DUTIES AND RESPONSIBILITIES :

- Creating database by downloading resumes from various job portals.
- Screening and shortlisting of resumes.
- Shortlisting the resumes based on qualification, skills and experience.
- Contacting the candidates on the basis of shortlisted resumes.
- Providing detailed information regarding the training cum placement program - Diploma in Clinical Research Management (DCRM).
- Conducting interviews for the interested candidates in coordination with director of the board.

- Providing registration form to the candidates for the registration purpose.
- Providing offer letter, students handbooks and study materials to the candidates regarding the training.
- Arranging internship sites for the candidates by coordinating with CROs.
- Helping candidates to prepare for interviews.
- Forwarding them aptitude tests as a part of training.
- Managing important files on system.
- Maintaining attendance of both the employees and students on excel.
- Managing cash book.
- Maintaining accounts sheet on excel.
- Preparing daily report and forwarded to the department head.

Interweighing Pvt. Ltd.

Business Development Executive – Trainee (12/07/2021 – 30/10/2021)

DUTIES AND RESPONSIBILITIES :

- Generate sale of product of the company through tasks assigned.
- Generate new leads and make new declares for the organization across India.
- Introduce the product, specification and working to the customers and convert leads and support sales team.
- Provide supporting activities and marketing tools for the sales team time to time.

Silpa Projects & Infrastructures (I) Pvt. Ltd.

Site Accountant (11/04/2017 to 13/07/2019)

DUTIES AND RESPONSIBILITIES :

- Attendance management of employees working in construction site.
- Weekly payment calculation.
- Salary processing and weekly distribution of payments by cash.
- Maintaining petty cash book and journal entry.
- Arrange and distribute the entire financial control of the site.
- Calculating OT, other allowances.
- Complete exit formalities during resignation of employee.
- Daily attendance and work schedule updating with Head Office.
- Update employee registers and coordinate with Head office for the smooth functioning.
- Place order for raw material purchasing for construction purpose.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	UNIVERSITY	YEAR	SCORE
MBA (HR & MARKETING)	KUFOS	KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES	2021	7.10 (CGPA)
BCA	SIENA COLLEGE, EDAKOCHI	MG UNIVERSITY	2017	79%
PLUS TWO	SDPY HSS, PALLURUTHY	HIGHER SECONDARY	2014	81%
SSLC	ST.THOMASGHS, THEVARA	KERALABOARD	2012	89%

PROJECTS

- EFFECT OF BRANDING ON CONSUMER BUYING BEHAVIOUR IN RELATION TO READYMADE GARMENTS WITH REFERENCE TO ERNAKULAM DISTRICT (Marketing Project) / MBA / KUFOS / 2019-2021.
- Organizational Study in CIPLA Ltd. (Pharmaceutical Industry – Virtual tour) / MBA / KUFOS / 2019-2021.
- BUS TRACKING SYSTEM - App in Android (Main Project) / BCA / Siena / 2017.
- ELECTRICITY BILL MANAGEMENT SYSTEM (Mini Project) / BCA / Siena / 2017.

STRENGTHS

- Sincere
- Punctuality
- Hardworking
- Creativity
- Communication

EXTRA CURRICULAR ACTIVITIES

- Coordinating events in college fest “EVOQUE 2020” in KUFOS.
- Won prizes for Treasure Hunt & other events in college fest “EVOQUE 2020” in KUFOS.
- Won prizes for dance competition in schools & colleges.

LANGUAGES KNOWN

- To speak : English, Malayalam
- To read : English, Malayalam, Hindi
- To write : English, Malayalam, Hindi

PERSONAL PROFILE

Father : Jain T R
Mother : Mini Jain (LATE)
Date of Birth : 11.11.1995
Sex : Female
Blood group : A+
Marital Status : Single
Nationality : Indian
Address : Thaiparambil House
Edakochi
Kochin - 682010

DECLARATION

I do hereby declare that the particulars of information and facts stated above are true, correct and complete to the best of my knowledge and belief.

Place: Edakochi

Date:

AMRUTHA T J

