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## PERSONAL DATA

Date of Birth :19/11/1996  
Gender :Female  
Nationality : India  
Marital status : Single

## TECHNICAL SKILL

- Digital Marketing
- SEO On page & Off Page
- Social Media Marketing
- E commerce
- MS Office

## LANGUAGE PROFICIENCY

- Malayalam
- English
- Tamil

## REFERENCE

Ms. Rishana Ismail  
Asst. Professor  
Dept. of MBA  
CBS, Kanjikode, Palakkd  
9188520241

# RESHMA MOHANAN H

## WORK EXPERIENCE

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### *APTSO VENTURES PVT LTD*

#### Worked as HR Recruiter

- Identifying and creating vacancies.
- Designing and updating job descriptions.
- Sourcing Potential candidates from various channels.
- Screening incoming resumes and application forms.
- Advertising Job openings.
- Provide Shortlist of qualified candidates to hiring managers.
- Interview Scheduling
- Taking feedback from hiring managers.

## EDUCATION QUALIFICATION

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- Master of Business Administration (2018-2020), Chathankulam Business School, Kanjikode, Palakkad.
- Bachelor of Business Administration (2015-2018), MES Golden Jubilee College, Kottayam.
- Higher Secondary (2012-2015), Commerce, Govt. HSS, Mangalam.
- Secondary (Kerala State Board), St. Thomas HSS, Karthikapally.

## ACHIEVEMENTS

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- Lady Representative for college Union, 2015
- Best Performer 2017 for Higher Marks.
- Chairperson in College Union, 2018
- Attended a National Seminar of Building Entrepreneurship skills in students.
- Participated in various management fests.
- Secured third price for HR game conducted by School of Management Studies, Palakkad.

**DATE: 16-09-2021**  
**PLACE: ERNAKULAM**

### **ACADEMIC PROJECT**

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- **MBA** – A study on the Effectiveness of Performance Appraisal System with Special Reference to Kerala State Coir Corporation Ltd. Alappuzha.
- **BBA** – A Study on the Effectiveness of Training and Development of employees in with Special Reference to The Aleppey Corporative Spinning Mills Ltd. Kayamkulam.