




ANJU RAJU

Application for Human Resources (HR)



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Career Objective

Highly organized, persistent and motivated HR graduate, looking to obtain the position of an HR Executive with a company that allows me to use as well as develop my communication, negotiation, and problem solving skills to carry out duties in areas such as recruitment, policy implementation, and employee relations.

Areas of Expertise

- Time Management
- Outstanding abilities with MS Office
- Ability to delegate tasks
- Event Organization
- Volunteering
- Communication Skills
- Ability to prioritize important tasks
- Strong Problem Solver

Education

2020 - 2022

Master of Business Administration (HR)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
COCHIN REGIONAL CENTRE, ERNAKULAM,
KERALA

2016 - 2019

Bachelor of Arts - SOCIOLOGY

ST. TERESA'S COLLEGE, ERNAKULAM, KERALA

Certifications

- Talent Acquisition Practices (Alison.com)
- Google Analytics for Beginners (Google Analytics Academy)

Volunteering

- BEST VOLUNTEER for ENTE HARITHA BHAVANAM PROJECT, lead by Ernakulam District Administration, District Suchitwa Mission (2017 - 18).
- HEAD of the DATA ENTRY TEAM of ENTE HARITHA BHAVANAM PROJECT associated with Bhoomithra Sena Club (2017 - 18).
- VOLUNTEERED for the GREEN PROTOCOL ACTIVITIES in Malayatur Kurisumudi Pilgrimage, lead by Ernakulam District Administration and District Suchitwa Mission.

- VOLUNTEERED for the COMMUNITY BASED REHABILITATION PROGRAM for the Persons with Disabilities of WELFARE SERVICES ERNAKULAM, SAHRUDAYA SPARSHAN (2017 - 18)
 - VOLUNTEERED for the INDO - SWEDISH ACADEMIC EXCHANGE FORUM, 2017
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Personal Projects

- A Study on the Impact of Downsizing on Existing Employee Job Satisfaction in Retail Industry During COVID - 19 WITH REFERENCE TO MORE MEGA STORE. (2021 - 2022)
 - NO SECRETS! NO SKIP! A Sociological Study of Sex Education in Higher Secondary School with Special Reference to Ernakulam. (2018 - 2019)
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Interests

- Oil Painting
 - Portrait
 - Reading
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Languages

- English
- Malayalam
- Tamil
- Hindi