

# RESUME

## **RESHMA RAJU**

Email : [reshmakr2394@gmail.com](mailto:reshmakr2394@gmail.com)

Mobile : 9961661941

### **CAREER OBJECTIVE**

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

### **WORK EXPERIENCE**

- ❖ Currently working as an **HR TRAINEE** at **ThinkPalm Technologies Pvt. Ltd.** from April 2022 to Till date.
- ❖ Worked as **HR INTERN** at **Experion Technologies Pvt. Ltd.** from January 2022 to April 2022.

### **SKILLS AND RESPONSIBILITIES**

- Partnering with hiring managers to determine the staffing needs.
- Sourcing potential candidates from job portals.
- Performing in-person and phone interviews with the candidates.
- Scheduling interviews with the technical teams.
- Making recommendations to company and hiring managers.
- Following up on the interview process status.
- Regular follow up with the candidates.
- Data management of called candidates.
- Coordinating with new hire orientations.
- Updating the daily records.

### **ACADEMIC EXPERIENCE**

#### **PROJECT** – In HR Department

Company – N C JOHN & SONS PVT. LTD.

I had done a project on the topic “Awareness and Effective Utilization of ESI Benefits” of the organisation. Understood the various measures adopted by the organization.

#### **INTERNSHIP** – In Operations Department

Company – N C JOHN & SONS PVT. LTD.

I had done an one month internship program at the company and supported and handled the various day to day functions concerning the operations department of the organization.

### **EDUCATION DETAILS**

<b>COURSE</b>	<b>SPECIALIZATION</b>	<b>SCHOOL/COLLEGE</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE</b>
MBA	HR and Operations	University Institute of Management, Alappuzha	2020	73.48%
B.Tech	Computer Science	K R G C E Thuravoor, Alappuzha	2017	7.18 CGPA
Plus Two	Computer Science	S D V H S S, Alappuzha	2012	79%
SSLC		Indian School Fujairah U.A.E	2010	73.48%

### **TECHNICAL SKILLS**

- Computer skills with proficiency in Microsoft Word, Power point and Excel.
- Good knowledge of presentation tools.

### **SOFT SKILLS**

- Good written and verbal communication in English.
- Adaptability
- Multitasking

### **PERSONAL DETAILS**

DOB : 23 September 1994

Nationality : Indian

Languages Known : English, Malayalam

Address : Machingal House Near Y.M.C.A Alappuzha, Kerala – 688001

### **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place : Alappuzha

**RESHMA RAJU**