

# RESUME

**PREEJI T K**

## PERSONAL INFO

**Name:** PREEJI T K

**Date of Birth:**

January 13, 1992

**Current Address:**

Mayura Regency  
Azad Road, Kaloor  
Ernakulam - 682017  
Kerala

**Permanent Address:**

Thekkinkoottathil house  
Cherukattupulam (PO)  
Vaniamkulam  
Palakkad - 679522  
Kerala

**Mob:**

9947567636

**Email:**

tkpreeji@gmail.com

## OBJECTIVE

Secure a responsible position in the organisation, Sharing my experience in HR Training and Coordination and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the organisation.

## EDUCATION

2016	University of Calicut MCom - Marketing	65%
2014	University of Calicut MBA- HR and Finance	74%
2012	University of Calicut BBA -HRM	92%
2009	Higher Secondary Board Of Education Plus Two	91%
2007	State Board of Education SSLC	85%

## ADDITIONAL COURSE

MCFA with Tally

## PROJECT EXPERIENCE

- A project on the "Employee Motivation At Milma, Palakkad Dairy – A Comparison Of Maslow's Need Hierarchy Theory With Herzberg's Two Factor Theory" at MILMA DAIRY, Palakkad in MBA
- In MBA, Completed mini project in Human Resource Management at METAL INDUSTRIES LTD., titled as "Organizational Culture And Employee Performance In Metal Industries Ltd, Shoranur"
- Completed mini project in Human Resource Management at UNITED INDUSTRY LTD., titled as "A Study On "Quality Of Work Environment" in BBA

## Strengths

- Dedicated
- Ability to learn new Techniques and Methods quickly
- Task accomplishing
- Communication Skill
- Coordination
- Leadership Skill

## Languages Known

- English
- Malayalam
- Hindi

## Personal Details

Nationality : Indian

Gender : Female

Marital Status : Married

## WORK EXPERIENCE

### **HR Recruiter cum Training coordinator at Alchemist Training & Placements, Calicut (Online Support)**

(June 2019 - March 2021 )

#### **Job Profile**

- Design and update job descriptions
- Advertise job openings in social media, job boards and internally
- Source potential candidates from various online channels & Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Training batches coordination (Grooming/ Effective executive/ Motivation/ Communication skill/ Interview techniques etc.)
- Conducting aptitude tests/ collecting feedback and suggestions from trained candidates through google forms
- Provide shortlists of qualified / trained candidates to hiring managers
- Send job offer emails and answer queries about job requirement

### **Executive – Training under HR Department at OPPO Electronics Kerala Pvt Ltd., Kochi**

(January 2017 - December 2018)

#### **Job Profile**

- All Kerala Employees Induction Training Coordination & Certification
- Trainers / Sales promoters Certification
- Training batches (Induction/Product/Softskill/Refreshment/Performace etc.) Coordination, Content preparation, Evaluation, and Result Updation
- Trainers work Planning,Tracking and Updation
- Arranging Trainers Travel & Accommodation
- Trainers KPI & Allowance preparation
- Business Contest coordination

## Interested Area

### Human Resource Management

- HR Recruitment & selection
- Payroll/Compensation & Benefits Management
- Training & Development
- Plan/Direct & Coordinate administrative functions
- Grievance handling

### Administration

- General Office Management
- Record Management
- Arranging Meeting/Conference/Events
- Organising Travel and Accommodation

## Accounts Cum Admin Executive at Natura BioScience Pvt Ltd., Kochi

(December 2015 – December 2016)

### Job Profile

- Accounts updation of GOIS software labs under Natura Bioscience
- Expense and Income verification and updation
- Customer accounts verification and updation
- MIS report / Daily & Monthly report updation
- Scheduling Meeting & updating files and records

## Executive at Muthoot Fincorp Ltd, Vaniamkulam-Palakkad

(January- September, 2015)

### Job Profile

- Accounts & Cash handling
- Daily Operation & Customer service
- MIS report preparation
- Maintaining Files and Records
- Customer profile verification and updation

## DECLARATION

“I hereby confirm that all the information furnished above is true and correct to best of my knowledge and that I shall show sincerity and dedication in my work, will prove to be honest and hardworking”

Place:

Date:

PREEJI T K