



CHRISTINA SHAJI

HR PROFESSIONAL

[LINKEDIN.COM/IN/CHRISTINA-SHAJI-A7A3201B9](https://www.linkedin.com/in/christina-shaji-a7a3201b9)

CAREER OBJECTIVE

Looking for a career opportunity in an organization that gives me a conducive environment and allows me to prove myself and to grow along.



Phone

+91 - 9746 592 109



Email

christinashaji96@gmail.com



Address

Adivaram, Puduppady, Calicut, 673586

MY SKILLS

PROFESSIONAL SKILLS

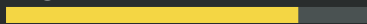
- Kredily (HRMS and Payroll Software)
- MS Excel
- MS Word
- MS PowerPoint
- MS Outlook

LANGUAGE SKILLS

Malayalam (Native)



English



Hindi



REFERENCE

K S SAJI

GENERAL MANAGER/KRS PVT LTD
+91 - 9895 099 081

GIGI SAGI

ASST. PROFESSOR/DON BOSCO COLLEGE, MAMPETTA
+91 - 8592 980 493

WORK EXPERIENCE

FEB 2022
TILL DATE



HR EXECUTIVE

MERIDIAN TRADE LINKS

- Designing Compensation and Benefits Packages
- Performance Review Procedures
- Developing fair HR Policies and ensuring Employees understand and comply with them

DEC 2020
JAN 2021



HR INTERN

LEARNOVATE

- Updating Internal Databases with New Employee Information
- Gathering Payroll data like working hours, leaves and bank accounts
- Screening Resumes and Application forms

MY EDUCATION

JUN 2018
MAY 2020



MBA (HR)

MACFAST, MAHATMA GANDHI UNIVERSITY

- HR & Operations

JUN 2014
MAY 2017



BBA

DON BOSCO COLLEGE, UNIVERSITY OF CALICUT

- Management (75%)

JUN 2011
MAY 2013



HSE - COMMERCE (AISSCE)

MAR BASELIOSUS ENGLISH MEDIUM SCHOOL, ENGAPUZHA

- Computer Application (64%)

PUBLICATIONS

RETHINKING HR STRATEGIES

- HR Strategies during COVID-19
- Changes that affect employees during pandemic

PERSONAL SKILLS

- Good Listener
- Problem Solving
- Communication
- Decision Making
- Team Player
- Initiative
- Ownership

AWARDS & RECOGNITION

- MACFAST Admission cell member
- Placement Coordinator MBA
- NSS Volunteer
- ISO Student Coordinator of BBA Dept.
- Secretary of BBA Dept. (2019-2020)

INTERNSHIPS & PROJECTS

- KRS Pvt. Ltd - Logistics Intern.
Logistics Management Project
Report on Industrial Analysis of FedEx Company
- MACFAST - Campus Internship - Admission cell.
- One day workshop- Hedge School of Applied Sciences.

ADDITIONAL COURSES

- Introduction to Social Media Marketing
- Digital Marketing - Google