



Permanent Address

Chakkalackal House
Thuruthy P.O
Pralayakkad
Ernakulam, Kerala
Pin: 683545

Personal Data

Fathers name: Biju Paul
DOB : 28/02/1997
Nationality : Indian
Religion : Christian

Areas of Interest

- End to End Recruitment
- Sourcing
- Payroll
- Accounts

Career Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Professional Experience

- HR Recruiter cum Placement officer at “**Futuro IT Solution**”
From 24/01/2022.

Responsibilities

- Handling entire recruitment process.
- Candidate search through portals, consultancy, sources etc.
- Issuing of offer letter
- Maintaining Attendance records
- To look after the training and placement activities of students.

Internship Experience

- 45 Days experience in “**EASTERN CODIMENTS Pvt. Ltd**” as Finance trainee (Internship).
- 2-month internship in HR department at “**The Aeiwa Projects**”, from 17/02/2021 to 30/04/2021 as work from home mode. Worked as ‘Human resource Trainee’ during this period
- HR Recruiter Trainee at “**Signness Technologies**”
From May 2021 to November 2021

Certification Programme

- Certified in Microsoft Office Specialist for Office Excel 2016
- Certified in Data Analytics and Visualisation
- Certified in Computerised Accounting in Tally.

Languages Known

English: Read- Write- Speak

Malayalam: Read-Write-Speak

Hindi: Read- Write

Personal Strength

- Adaptable
- Positive Attitude
- Self confidence
- Hardworking

Computer Knowledge

- MS Office
- MS Excel
- MS PowerPoint
- MS Word

Educational Qualifications

Course	Specialization	Institution	University	Year	Mark(%)
MBA	Finance & HR	Sree Narayana Gurukulam College of Engineering, Kadayiruppu	KTU	2018-2020	78%
B.Com	Computer Application	MES College, Marampally	M.G. University	2014-2017	74%
PLUS TWO	Commerce	Mar Elias Higher Secondary School, Kottapady	Board of H.S.E	2012-2014	90%
SSLC		Mar Kauma High-School, Vengoor	Kerala State syllabus	2011-2012	92%

Academic Projects

- Title: “green banking practices in scheduled commercial banks as a part of degree main project.
- Title: “A study on emotional intelligence for the academic achievement of students” on January 2020 as a part of MBA curriculum.
- Title: “A study on employee retention practices in Eastern Condiments pvt. Ltd” on June 2020 as a part of MBA Final year project.

Reference

- Jiril Jose – MD –Signness Technologies-9446623804
- Rajani Sunny Asst. prof of SNGCE Kadayirippu-9446276369

Declaration

I hereby declare that all the above information is true to the best of my knowledge and belief.

Date: 27/05/2022

Place: Pralayakkad

ANSA BIJU