

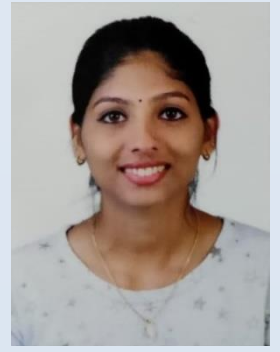
APARNA MENON

25 Years Old

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Thrikalathoor (P.O),
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Kerala, India -683541

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CAREER OBJECTIVES

To seek a challenging position in a concern and to utilize my knowledge and skills in the best possible way for the fulfilment of organizational goals and to progress in my career.

EDUCATIONAL DETAILS

- **MBA HR & FINANCE (2017-2019)**

JAI BHARATH SCHOOL OF MANAGEMENT STUDIES,
Ernakulam.

- **BACHELOR OF BUSINESS
ADMINISTRATION (2014-2017)**

ST.THOMAS ARTS & SCIENCE COLLEGE, Ernakulam.

Work Experience

- **ZAAL COMMERCIAL PRIVATE
LIMITED**

HR Trainee.

- **TEX LOGISTICS LLP**

HR And Administration works.

- **KERALA ELECTRICAL & ALLIED
ENGG.CO**

Project – Effectiveness of training and
development.

SKILLS

- Organisational Skills
- Communicational Skills
- Interpersonal Skills
- Leadership skills
- Team work
- HR Reporting skills
- Advising
- Recruitment and selection
- Active listening

SOFTWARE SKILLS

- ❖ MS WORD
- ❖ MS POWERPOINT
- ❖ TALLY

LANGUAGES

English
Malayalam
Hindi
Tamil

I hereby declare that the above furnished information are true to the best of my knowledge

COCHIN
/ /

Signature