



SWATHY VIJAYAN

SPECIALIZING IN FINANCE AND HR

PHONE & E-MAIL:

+91 9633170309

swathyvijayan4444@gmail.com

HOBBIES:

Cooking and Baking, Craft works

PERSONAL INFORMATION: -

Father's Name : K K VIJAYAN

Mother's Name: BINDU N R

Gender : Female

Date of Birth : 1st August 1997

Marital status : Single

Nationality : Indian

Language : English, Malayalam

RESIDENTIAL ADDRESS: -

NENMELIL HOUSE,
THAMARASSERY ROAD,
POONITHURA P.O,
KOCHI- 682038

REFERENCE: -

1. MR. Ashish S Kumar
CEO & LEAD CONSULTANT
(VARDHAN CONSULTING ENGINEERS)
MOB: +66972151276

CAREER OBJECTIVE

To work in a professional environment where I can contribute to achieve the organisational goals and enrich my skills to the latest technologies.

EDUCATION QUALIFICATION

- **MBA in Human Resources and Finance– Bhavan's Royal Institute of Management**
Certified by: - Cochin University of Science and Technology [2020-2022]
- **Bachelor of Business Management – Chinmaya Vidyapeet**
Certified by: - MG University [2016-2019] with 89%
- **Diploma in Front Office Operation – Food Craft Institute**
Certified by: - State Board of Technical Education [2015-2016] with 86%
- **Plus Two- National Institute of Open Schooling** in 2016 with 76%
- **Tenth- Kendriya Vidyalaya No.1 (CBSE)** in 2013 with 82%

SOFT SKILLS

- Communication skills.
- Adaptability to learn
- Basic computer knowledge

TECHNICAL SKILLS

Microsoft office

INTERNSHIPS AND TRAINING

- Undergone an Industrial Exposure Training in the Front Office Department in CGH Earth Experience Hotel, Mararikulam.
- Undergone an Internship at Ernakulam Regional Co- Operative Milk Producers' Union Ltd, Ernakulam Dairy, Tripunithura (MILMA), a study on "Employee Welfare Measure."
- Undergone an Internship at Vardhan Consulting Engineers as HR Intern, a study on "Shortlisting, Interviewing and Selection Process".

ACHIEVEMENTS AND RECOGNITION

- Secured second rank from MG University during degree in Bachelor of Business Management.
- Secured a position as Innovator under Creative lead in Innovation and Entrepreneurship Development Centre (IEDC), a flagship initiative of Kerala Startup Mission (KSUM).
- Received a scholarship from Bhavan's Royal Institute of Management for securing second rank during graduation.

ADDITIONAL CERTIFICATION

- Undergone a certification course on "Digital HR" organized by FICCI Kerala State Council and greytHR Academy.
- Undergone a certification course of the program "Kona Kona Shiksha" conducted by National Institute of Securities Market (NISM).