



SILPA BAIJU

MBA STUDENT

A dedicated, hardworking student with a sweet smile. Able to work well both in a team environment as well as using own initiative. I am keen and very willing to adapt to new challenges.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION FINANCE & MARKETING

Mahatma Gandhi University, Kottayam
Santhigiri Institute of Management, Vazhithala
2020-Present

BACHELOR OF SCIENCE IN MATHEMATICS 71%

Mahatma Gandhi University, Kottayam
St. Joseph's College, Moolamattom
2016-2019

HIGHER SECONDARY 85%

Science
Kerala State Education Board
Jai Rani English Medium Higher Secondary School, Thodupuzha
2014-2016

HIGH SCHOOL 80%

Central Board of Secondary Education
De Paul Public School, Thodupuzha
2014

WORK EXPERIENCE

- ❖ **Associate** at **EXL**, Kochi, Kerala, India
Sep 2019 - Nov 2020
- ❖ **HR Officer** at **ILP overseas**
16th September, 2021 – 16th November, 2021
- ❖ **Internship** at **UNICA Business Services Pvt. Ltd**



PAIKADA (H)

KEERIKODE

THODUPUZHA EAST P.O

IDUKKI, KERALA, INDIA

PIN CODE: 685585



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LinkedIn:

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5th February, 1998

CAREER OBJECTIVE

To work in an organization that helps me to explore and provides me the opportunity to enhance my knowledge. Thereby, utilizing my skills for the growth of the organization.

PERSONAL SKILLS

- Adaptability
- Hard working
- Interpersonal skills
- Multi-tasking skills

TECHNICAL SKILLS

- Excel
- PowerPoint
- Microsoft Word

INTERESTS

- Reading – *English novels*
- Writing – *Small English essays*
- Embroidery – *Hand Embroidery*

LANGUAGES

- English
(*Professional Working Proficiency*)
- Malayalam
(*Native Proficiency*)
- Hindi
(*Limited Working Proficiency*)

PROJECT WORK

- ❖ **A STUDY ON NORMED SPACES**
- ❖ **PROMOTION OF LIFE INSURANCE IN RURAL AREA**

ACHEIVEMENTS / ACTIVITIES

1. Received **Certificate of Appreciation for the best performance** in the month of **September, 2021**
ILP overseas - September, 2021
2. *MEPS Sector Skill Council of India Course*
Small office/Home office coordinator
under **DDU-GKY**
2019
3. Attended **KSoM Workshop for B.Sc. students in Idukki district, Kerala**
November, 2017
4. Volunteer in **National Service Scheme**
2016-2018

CERTIFICATES / COURSES

1. **NISM Series V-A: Mutual Fund Distributors Certification Examination**
March 08, 2022 – March 03, 2025
2. **Leadership and Emotional Intelligence**
Coursera | ISB - February 7, 2022

DECLARATION

I do hereby declare that the information furnished here in above is true and correct to the best of my knowledge and belief.

Thodupuzha
31-11-2022



SILPA BAIJU