

## Curriculum Vitae

### Aswathy Rajan

#### **Permanent Address**

ASSARIKUDIYIL(H)  
AIRAPURAM (PO)  
AIRAPURAM  
PERUMBAVOOR  
ERNAKULAM(DIST)  
683541

#### **MobileNo**

+ 91 8590001674  
+ 91 9745136448

#### **Email :**

[aswathyrajan513@gmail.com](mailto:aswathyrajan513@gmail.com)

#### **Personal Data;**

Date of Birth: 25/05/1994

Sex : Female

Nationality : Indian

Marital Status: Single

Languages Known: English,  
Malayalam

#### **Hobbies & Interests**

- Travelling
- Thinking about new technologies

#### **Objective**

- To take up a challenging position in an organization that provides me an opportunity to grow with the organization.

#### **Interpersonal Skills**

- Open to new technologies and Quick learner
- Ability to deal with people diplomatically
- Can lead a team if needed.

#### **Educational Qualification**

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
<b>PG; Master of Human Resource Management</b>	CET College of Management science & technology	<b>2017</b>	<b>80%</b>
<b>UG: B com - Cooperation</b>	Reliance College Perumabvoor	<b>2015</b>	<b>65%</b>
<b>Higher secondary</b>	G.H.S. S Thamarassery	<b>2011</b>	<b>79%</b>
<b>SSLC (10<sup>th</sup>)</b>	St. George High School Velamcode	<b>2009</b>	<b>76%</b>

#### **WORK EXPERIENCE:**

**Magnamind Ventures Pvt Ltd, Nellad, Ernakulam**

**H R Executive (September 2017- Present)**

- Prepare Monthly Salary Calculation
- Maintaining Statutory Compliance (ESI,PF)
- Maintaining Individual Employee Documents
- Handling Recruitment activities and Staffing
- Record Employee Leave Records

## **SKILLS**

### **KEY SKILLS**

- Hard working, motivated, smart and young
- Easily adaptable to environment
- Willpower, sincere & helpful

### **TECHNICAL SKILLS**

- MS- excel, MS -word and power point
- General basis of computer
- Zoho Software

## **HOBBIES**

- Travelling
- Photography
- Listening music

## **Passport Details**

Passport Number : P 9829749  
Date of expiry : 19-04-2027

## **PROJECT UNDERTAKEN**

### **HUMAN RESOURCE MANAGEMENT**

- A study on Health and Safety Measures of Employees at TCC LTD, Kalamassery Ernaulam

## **INDUSTRIAL VISIT**

- Unipower Transformers Pvt. Ltd, Valayanchirangara
- Nirapara KKR Products & Marketing Pvt. Ltd, Kalady
- Eastern Condiments Pvt. Ltd, Adimaly

## **SEMINARS AND TRAINING**

- Participated in Training and Employability Program organized in the officemanagement under KASE from ICA Educational Skills Private Ltd

**DECLARATION**

I hereby declare that the above particulars are true to the best of my knowledge and belief.  
I assure you that I will abide by the rules and regulation of the organization.

Date :

Yours sincerely,

Place :Airapuram

Aswathy Rajan



**MAGNAMIND**  
ventures

18.10.2022

**EXPERIENCE CERTIFICATE**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Aswathy Rajan, Assarikudiyil House, Airapuram P O, Airapuram, Ernakulam (Dist) has worked as "H R Executive" in our organization from 13<sup>nd</sup> September 2017 to 09<sup>th</sup> Jun 2022 to our satisfaction. During her working period we found her sincere, honest and hardworking. She has left the organization on her own accord.

We wish her every success in life.

For **Magnamind Ventures Pvt.Ltd**



**Authorized Signatory**

Magnamind Ventres Pvt. Ltd., Small Industries Park - KINFRA, Nellad, Ernakulam - 686 669, Kerala, India  
Tel : +91 - 484 - 2767247, e-mail: [info@magnamind.com](mailto:info@magnamind.com), website: [www.magnamind.com](http://www.magnamind.com)

J - 015418

GENERAL EDUCATION DEPARTMENT  
SECONDARY SCHOOL LEAVING CERTIFICATE  
(Issued under the Authority of the Government of Kerala)

Name of School

ST. GEORGE'S H S VELAMCODE

Admission No. 5671

1. Name : ASWATHY RAJAN

2. Name in Regional Language : അസതി രാജൻ

3. Date of Birth (in figures) : 25/05/1994  
(in words) : TWENTYFIFTH MAY NINETEEN NINETY FOUR

4. Sex : FEMALE

5. Religion and Caste (as per the Admission Register) : HINDU, VISWAKARMA

6. Whether belongs to SC/ST/OEC/OBC : OBC

7. Nationality : INDIAN

8. Place of Birth : VADAKARA

9. Name of Father : RAJAN

10. Name of Mother : USHA RAJAN

11. Name of Guardian : RAJAN

12. Home Address (as specified in the Admission Register) : USHASADAN , KANJIRADU, MAIKAVU P.O, THAMARASSERY 673 573

13. Mode of Presentation : REGULAR

14. Identification Marks :

- (i) A SMALL BLACK MOLE ON THE UPPER SIDE OF THE LEFT PALM.
- (ii) A SMALL WOUND SCAR ON THE LEFT ARM.

Name & Signature of the Head of the School  
Institution with Admission Code  
GEORGE  
Head Master  
St. George's H S Velamcode  
673 580



(School Seal)

6635606JJ337039573769

GOVERNMENT OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : ASWATHY RAJAN

Register Number: 454824

Month & Year: MARCH 2009

No. of Chances: 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades.

Subject	Grade	Grade in words
First Language Paper - I (.....MALAYALAM.....)	A	A Only
First Language Paper - II (.....MALAYALAM.....)	A+	A Plus
English	C+	C Plus
Hindi	B+	B Plus
Social Science	C+	C Plus
Physics	B+	B Plus
Chemistry	C+	C Plus
Biology	C+	C Plus
Mathematics	B	B Only
Information Technology	A+	A Plus

GRADE RANGE

A+	90% and above	Outstanding	B	60% - 69%	Good	D+	30% - 39%	Marginal
A	80% - 89%	Excellent	C+	50% - 59%	Above Average	D	20% - 29%	Need Improvement
B+	70% - 79%	Very Good	C	40% - 49%	Average	E	Below 20%	Need Improvement

Minimum Eligibility for Higher Study is D+ Grade for Each Paper

ELIGIBLE FOR HIGHER STUDIES

Date of Declaration of Result: 08/05/2009

SECRETARY  
Board of Public Examinations, Kerala

1611516 13J1613 6737517



**GOVERNMENT OF KERALA  
BOARD OF HIGHER SECONDARY EXAMINATION  
HIGHER SECONDARY EXAMINATION**

No. HSE **865062**

**CERTIFICATE**

Register Number **7259975**

This is to certify that Mr/Ms **ASWATHY RAJAN**

appeared for the HIGHER SECONDARY EXAMINATION

(**COMMERCE** GROUP) held in **MARCH 2011**

He/She is **ELIGIBLE** for higher studies.

The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade Obtained	Grade in Words
	CE	TE	Total	CE	PE	TE	CE	PE	TE		
<b>PART I ENGLISH</b>	18	27	45	20	--	43	38	--	70	108	<b>C plus</b>
<b>PART II MALAYALAM</b>	19	66	85	20	--	80	39	--	146	185	<b>A plus</b>
<b>PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT</b>	19	26	45	19	--	49	38	--	75	113	<b>C plus</b>
<b>ACCOUNTANCY WITH COMPUTER ACCOUNTING</b>	19	33	52	19	35	37	38	35	70	143	<b>B plus</b>
<b>ECONOMICS</b>	20	53	73	19	--	40	39	--	93	132	<b>B only</b>
<b>STATISTICS</b>	18	24	42	18	37	22	36	37	46	119	<b>C plus</b>

Eligibility for Higher Studies : D+ Grade for all subjects



Place : Thiruvananthapuram  
Date : **20-05-2011**

*[Handwritten Signature]*

**SECRETARY**

Board of Higher Secondary Examinations,  
Government of Kerala

Register No. 535769 M 2013  
& 535769 M 2012  
Year 3003725 O 2014

# Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/85/Law, dated 17th April 1985)



## FACULTY OF COMMERCE

*The Syndicate of the Mahatma Gandhi University  
hereby makes known that*

*Aswathy Rajan*

*has been admitted to the*

*Degree of Bachelor of Commerce*

*he/she having been certified by duly appointed examiners to be  
qualified to receive the same and having been by them placed  
after passing the prescribed examinations, in the ...Third..... class  
in Part I - English, in the ..First.... class in Part II- Additional  
Language ( ..malayalam..... ) and in the ...Third..... class  
in Part III (with ..... CO-operation.....  
as Elective Subject) in ..... March 2013 , ..... March 2012.....  
..... and ..... October 2014..... respectively.*

*Given under the seal of the University.*

University Buildings  
Priyadarsini Hills P.O.  
Kottayam - 686 560  
Kerala, S. India



Vice-Chancellor

Dated 5 December 2015

Register No.  
&  
Year

15503

May 2017

# Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/85/Law, dated 17th April 1985)



## FACULTY OF SOCIAL SCIENCES

*The Syndicate of the Mahatma Gandhi University*

*hereby makes known that*

*Aswathy Rajan*

*has been admitted to the*

*Degree of Master of Human Resource Management*

*to/she having been certified by duly appointed examiners to be qualified to receive the same and having been by them placed*

*in the First class at the examination held*

*in May 2017*

*Given under the seal of the University.*

University Buildings  
Priyadarsini Hills P.O.  
Kottayam - 686 560  
Kerala, India

Dated

15 March 2019



Vice-Chancellor





