



SANDRA SHAJAN

M B A

(+91) 8301850955 | sandrashajan03@gmail.com

EDUCATION

| 2021

Master Of Business Administration, HR and Marketing

Holy Grace College Of Management Studies, Thrissur, India

| 2018 - 2020

Bachelor of Commerce, Computer Application

ST Joseph's Collage, Irinjalakuda, Thrissur, India

| 2016 - 2017

Senior Secondary - XII Science (State Board)

P. H. S. S. Thirumudikkunnu, Koratty Thrissur, India

| 2014 - 2015

Secondary - X (State Board)

L. F. C. H. S. S Koratty, Thrissur, India

OBJECTIVE

To be part of a dynamic and vibrant company, which requires competent skills where I can efficiently employ my abilities and enhance my interests, and simultaneously be a valuable asset in the accomplishment of company goals and aims

CERTIFICATION

Certificate in GST With TALLY

PERSONAL SKILLS

Team working
Open to ideas
Forward thinking
Committed
Focused
Determined

TECHNICAL SKILLS

OS/Environment

Windows XP/7/8/10/11, UBUNTU

MS Office

Word, Excel, Powerpoint

PERSONAL VITAE

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|--------------------|--|
| Full Name | : Sandra Shajan |
| Father's Name | : Shajan p. p |
| Mother's Name | : Ligy Shajan |
| Address | : Padayatty (H), Queen Mary Nagar Near Church Road, Koratty p. o |
| Sex | : Female |
| Nationality | : Indian |
| DOB | : 3 July 1999 |
| Marital Status | : Single |
| Linguistic Ability | : English, Hindi, Malayalam |

HOBBIES

Dancing
Travelling
Crafting

CO-CURRICULAR ACTIVITIES

- Participate the conference ' Women in Business Concave -Break the Bias Scale the Height ', conducted by Thrissur Management Association on 12 March 2022 as a part of women day.

PROJECT UNDERTAKEN

- Academic Project: WORK LIFE BALANCE OF EMPLOYEE**
Duration: 3 Months

REFERENCES

- Mrs. Pushpa warrier
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