



ASHALEKSHMI.K.B

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Koozhayil(H) Senapathy (PO) Thottikkanam, Idukki PIN: 685619



CAREER OBJECTIVE

As I am a fresher in this field, I will know about the nature of my work. Moreover, I will attempt to know about the various processes which form my job. By doing so, I will be able to do my job more proficiently & I can implement my knowledge into the practical world.



SKILLS

- Computer skills
- Adept in MS Office applications (Word, Excel, PowerPoint)
- Interpersonal skills
- Time management
- Trustworthy



REFERENCE

Prof. John Zacharias - "Mar Augusthinose College, Ramapuram "

Professor
9605693442

Reeja Manojkumar - "Eastern Condiments Pvt.Ltd, Adimaly"

HR Manager
Reejam@eastern.in
94471 74380



LANGUAGES

- English
- Malayalam



EDUCATIONAL QUALIFICATION

2020-2022

Mar Augusthinose College, Ramapuram.Mahatma Gandhi University,Kottayam
Masters in Human Resource Management[MHRM]

2017-2020

B.C.M.College, Kottayam.Mahatma Gandhi University
B.com - Computer Application

2017

Board of Higher Secondary Examination
Higher Secondary Examination

2015

Kerala State Board Examination
SSLC



EXPERIENCE

09-11-2022 -

Eastern Condiments Pvt. Ltd
HR Trainee
Help in day-to-day HR activities
Support in conducting internal engagement activities
Create internal documentation of events and activities



PROJECT INTERN

Brahmins Food India Pvt. LTD, Thodupuzha
Designation: Project intern
Activities done: Data collection, Documentation, Telecommunication



PROJECTS

**A study on Employee welfare measures at
Brahmins Food India Pvt ltd, Thodupuzha.
(2022 June)**

**A study on woman attitude towards shares and
mutual fund as an investment avenue in
Ettumanoor Municipality (2017 March)**