



# AYANA SAIJAN

## OBJECTIVE

Seeking a challenging job in an esteemed organisation that leaves ample room for learning in this fastest growing business scenario and also enable me to use my full potential to the extend that I may become an active contributor to its present and thereby its growing future as well.

## CONTACT



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Vettappanath (H)

Nadakkavu . P.O

Udayamperoor

Ernakulam, 682307

## EDUCATION

### MARIAN ACADEMY OF MANAGEMENT STUDIES

Master of Business Administration

71%

2020

### MAR KURIAKOSE COLLEGE, PUTHUVELI

Bachelor of Business Administration

76%

2018

### ST. IGNATIUS HSS KANJIRAMOTTAM

Higher secondary: Bio maths

70%

2015

### S.N.D.P HSS UDAYAMPEROOR

SSLC

73%

2013

## EXPERIENCE

### **SILVERLINE Hospital, Kadavanthra: Executive - HR**

From 14-06-2022 Till Now

Working as Executive – HR in Silverline Hospital, handling various function like *Recruitment, on boarding, Leave management, NABH documentation, Training and Development.*

## PROJECTS

Employee awareness of HR Policy and its impact on job satisfaction at **OEN India. Pvt. Ltd**

1 month

Organizational Study of **OEN INDIA PVT. LTD**

1 month

A study on impact of occupational stress on employee performance in **TRACO CABLE COMPANY.**

## SKILLS

- Communication Skill
- Decision making skill
- Recruitment Skill
- Ms. Office
- Presentation Skill
- Honesty and Sincerity

## PERSONAL PROFILE

Date of Birth: 10/10/1996

Marital Status: Single

Language Known: English, Malayalam

Nationality: Indian

Passport: U6772758

## DECLARATION

I hereby declare that all the information stated above are true and correct to my knowledge and belief.

Place:

Date:

## TOPSLICK MANAGEMENT SERVICE (P) Ltd: Sr. HR

### Recruiter

From 01-10-2021 Till 05-06-2022

Worked as Senior HR Recruiter in Topslick Management Service, which is a recruitment company. I was mainly handling with *talent acquisition, client management, screening, resume evaluation, portals handling, managing and coordinating junior executive, maintaining database.*

## Impro Digitals Pvt. Ltd: HR Assistant

From 02-03-2020 Till 20-09-2021

Worked as HR Assistant in an IT firm, handling various functions like *managing employees, recruitment, preparing job description, various portals handling, firstround screening.*

## BIGBAZAAR: Internship.

1 month in HR And Marketing

## ACHIEVEMENTS

Attended 72 hours of business lesson which was in the GUNNIES WORLD RECORD program by Dr.THOMAS K GEORGE

### NSS VOLUNTER

Vice- chairperson of college union of Mar Kuriakose College, Puthuveli 2017-18

Active coordinator of management fest named ENVOYAGE 2K17

Active coordinator of management fest named LAKSHYA 2K19