



ANJU MARIAM AJI

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings knowledge and skills. secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success the company.



EDUCATION

| COURSE | SCHOOL/COLLEGE | YEAR OF PASSING | PERCENTAGE |
|----------------------------------|--|-----------------|------------|
| MBA (HR & Marketing) | DC SCHOOL OF MANAGEMENT AND TECHNOLOGY VAGAMON | PURSUING | |
| B.COM (Finance and Taxation) | S.T THOMAS COLLEGE, KONNI THAVALAPARA | 2018-2021 | 63.4% |
| COMMERCE (Informatics Practices) | THE INDIAN SCHOOL, KINGDOM OF BAHRAIN | 2016-2018 | 68% |
| MATRICULATION | THE INDIAN SCHOOL, KINGDOM OF BAHRAIN | 2016 | 6.8 |



SKILLS

- GOOD COMMUNICATION
- LEADERSHIP
- TIME MANAGEMENT
- PATIENCE
- ABILITY TO WORK UNDER PRESSURE



ACTIVITIES

CO-CURRICULAR ACTIVITIES

- PARTICIPATED IN GULF ACCOUNTANCY OLYMPIAD
- ATTENDED KEY TO CORPORATE WORLD WORSHOP
- VOLUNTEER IN A COLLEGE MANAGEMENT FEST
- GST ACCOUNTS ASSISTANT
- ORGANIZED THE PRODUCT LAUNCH GAME FOR LUMINANCE 2K22

EXTRA CURRICULAR ACTIVITIES

- VOLUNTEER IN MARATHON
- VOLUNTEER IN MEDICAL CAMP

SOCIAL ACTIVITIES

- NSS VOLUNTEER



PROJECT

INTERNSHIP IN TECHBYHEART INDIA PRIVATE LIMITED IN HUMAN RESOURCE DEPARTMENT

- ❖ A sound understanding of HR concepts and how HR add value to a business.
- ❖ Managed and created employee files with proper documents and maintained permanent files.
- ❖ Maintained and organized filing system for confidential and employee record.
- ❖ Assisted with interviewing applicants.
- ❖ Creates job offer letter, experience letter & relieving letter.
- ❖ A sound understanding of how to calculate employee payroll.
- ❖ Maintained and organized filing system of asset record.

LINGUISTIC PROFICIENCY

| LANGUAGE | READ | WRITE | SPEAK |
|-----------|------|-------|-------|
| ENGLISH | ✓ | ✓ | ✓ |
| MALAYALAM | ✓ | ✓ | ✓ |

REFERENCE

Mr Binil G D (General Manager; Techbyheart India Pvt Ltd): 9288003022

Dr. JOBY JOSE (College mentor) : 9961602402

DECLARATION

I do here by promise that all the above- mentioned information is true and correct to the best of my knowledge.