

# RIYA SAJU

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## Objective

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Committed towards work and passionate about learn new things. To continuously enhance my knowledge by getting involved in work environment and utilize them personal and organizational growth to the best of my ability.

## Education

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| Course / Degree             | School / University   | Grade / Score | Year       |
|-----------------------------|---|---------------|------------|
| MBA                         | Viswajyothi College Of Engineering and Technology Vazhakkulam | 74            | 2023       |
| B.Com Computer Applications | St. Joseph's College Moolamattom                              | 73            | March-2021 |
| Higher Secondary (Commerce) | St. George HSS Kallanickal                                    | 78            | March-2018 |
| SSLC                        | St. George HSS kallanickal                                    | 68            | March-2016 |

## Internships

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- HR Intern at Holy Family Hospital Muthalakodam  
Duties & responsibilities :
  - \* File verification
  - \* Data entry
  - \* Coordinating orientation programs.
  - \* Collecting the documents of selected candidates etc.
  - \* Finding , Short listing CV.
  - \* Handling joining formalities, Exit interviews
- HR intern at AAVTR ASIA-Retail.  
Duties & Responsibilities:
  - \* Recruitment of Sales and Marketing interns
  - \* Talent Management
  - \* Leadership

## Skills

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- Quick learner and results oriented .
- Ability to deal with problem and find solution.
- Leadership and Communication Skills.
- Interpersonal skills

## Technical Skills

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- MS office suits (basic)
- HTML (basic)
- C, C++,SPSS (basic)
- Outlook

## Projects

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- " A study on the digital payments in current scenario with special reference of Arakkulam panchayath."
- A study on Online Banking Services Before & After Covid19 with special reference of Nationalised banks.

## Achievements

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- Successfully completed Tally erp-9 certificate course (basic)
- Participated in management fest conducted by St. Berchamans College, Autonomous
- Successfully completed NPTEL online certificate course " Soft Skills for Business Negotiations and Marketing strategy "

## Interests

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- Singing
- Driving

## Strengths

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- Positive Thinker
- Self motivated
- Hard working

## Languages

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- Malayalam
- English
- Hindi

## Reference

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- **Dr. Jose Mamman - "Viswajoythi College of Engineering and Technology "**  
Asst. Professor Dept. Of MBA  
josemamman@vjcet.org  
9019731431
- **Sebin Joseph - "Viswajoythi College of Engineering and Technology Vazhakkulam "**  
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## Declaration

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- I hereby declare that all the above details provided is true to the best of my knowledge.