

# VINAYAK K BIJU



## CONTACT

📍 Kavanattu (H) Mariyathuruthu P.o;  
Kottayam

☎ 8139817504

✉ vinayakbiju2001@gmail.com

🎂 03/01/2001

🌐 Vinayak K Biju

## OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

## SKILLS

- Communication skills
- Problem Solving
- Decision Making
- Interpersonal skills
- Creativity

## INTERESTS

- Travelling
- Football
- Cricket
- Watching Movies
- Board Games

## LANGUAGE

- ✓ English
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil
- ✓ German

## EXPERIENCE

### Caritas Hospital

HR INTERN

1/4/2023 -

31/5/2023

- Update employee records, including contact information, job title, and salary.
- Screen resumes and applications for open positions.
- Scheduled interviews and follow up with candidates
- Source potential candidates through online job boards, social media, and networking.
- Assisted with the investigation of employee complaints in the healthcare industry.
- Filing HR Documents
- Conducted exit interviews and gather feedback from departing employees.
- Provided support to employees with workplace issues.
- Track employee training records.
- Provided customer service to patients and families.
- Coordinating new hire orientations.
- Assisted the employees to do the satisfaction survey's.
- Assisted in dealing inbound calls of the HR Department.
- Assisted in Calculating The work experience of employees.
- Assisted in recruitment processes for various clients.

## EDUCATION

### GIRIDEEPAM BUSINESS SCHOOL

MASTER OF BUSINESS ADMINISTRATION

2022-Present

### Bishop Speechly College For Advanced Studies

Bachelor Of Business Administration

2019-2022

### MD HSS

Plus Two

2017-2019

### Mount Carmel Vidyanikethan Sr.Senior

Secondary School

2016-2017

TENTH

## PROJECTS

### Summer Internship And Industry Analysis Report on CARITAS HOSPITAL

### A STUDY on the Effectiveness of RetailingMix in the Big Bazaar In Kottayam Town

### Titan Watches

## ACHIEVEMENTS & AWARDS

- ✓ INTERNATIONAL CONFERENCE ON FINTECH PRINCIPLES FOR THE DIGITAL AGE
- ✓ Barclay's Life Skill Programmes

## ADD ON CERTIFICATION COURSES

Digital Marketing

Advanced Excel

PG DIPLOMA IN ARCHITECTURAL INTERIOR DESIGNING

Data Analytics (Power BI)

Desktop Publishing