

# RANJANA K S



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## OBJECTIVE

To work in an environment that encourages me to succeed and grow professionally, where I can utilise my skills and knowledge appropriately.

## EXPERIENCE

- **MAGJ Hospital Mookannoor, Angamaly** 15.11.2021 - Still Working  
Role : HR Assistant
  - Background Verification of new joiners
  - Support in Recruitment Activities and conducting interviews
  - Maintaining employee personal files
  - Entering employee data to computer database and to maintain digital records of employees
  - Track and updating employee leaves
  - Support internal & external requests & enquiries
  - Arranging and conducting staff trainings as per the training calendar and maintain data
  - Conducting induction trainings for the new joiners
  - Conducting performance appraisals of the staff

## EDUCATION

- **Master Of Business Administration (KTU)** 2019 - 2021  
**Specialization : HR and Marketing**  
Adi Shankara Business School, Kalady  
**Marks in CGPA : 7.43**
- **B. Com with Finance and Taxation** 2016 - 2019  
CET Collage of Science and Technology, Airapuram  
**Marks in Percentage : 72%**
- **Higher Secondary** 2014-2016  
M C M H S S Pattimattom  
**Marks in Percentage : 75%**
- **SSLC** 2014  
B G H S Njarallor  
**Marks in Percentage : 95%**

## SKILLS

- MS Office
- Team Building
- Problem Solving
- Good Coordination Skills
- Creativity

## PROJECTS

- **MBA** : A study on business value of retention with special reference to PWC India
- **B. Com** : A study on employee job satisfaction in KITEX Ltd. Kizhakkambalam

## INTERESTS

- Craft
- Cooking
- Traveling

## LANGUAGES KNOWN

- English, Malayalam

## REFERENCE

- **Davis Attokkaran - MAGJ Hospital, Mekkannoor**  
HR Manager  
hr@magjhospital.org  
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