

BIO-DATA



JOSEPH RAJAN

Contact No. :

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Email :

josephrajan.rj2000@gmail.com

PERSONAL DETAILS

Date of Birth: 02/02/2000

Sex: Male.

Marital Status: Single.

Mother Tongue: Malayalam.

Nationality: Indian.

Languages Known:

- ✓ English.
- ✓ Malayalam

Address:

Vandanakara (H)

Vazhakulam.P.O

Muvattupuzha

Ernakulam

PIN – 686670

Interests and Hobbies:

- ✓ Travelling.
- ✓ Listening Songs.
- ✓ Watching movies.

CAREER OBJECTIVE

To use my skills, experience and adaptability to obtain a position in Human Resources department where I am constantly challenged and to be a part of an esteemed organization where there are ample opportunities for career development and sharpening skills.

SKILLS AND STRENGTHS

- ❖ Strong analytical and problem- solving skills.
- ❖ Hardworking, Creative and good administration skills.
- ❖ Proactive attitude and willingness to learn and adapt.
- ❖ Confident and excellent organizational skills and attention to detail.
- ❖ Excellent Communication, Leadership and interpersonal skills.

ACADEMIC CHRONICLE

Course	Year	Board / University	School / College	(%)
MBA (HR)	July 2023	KTU	Viswajyothi College of Engineering and Technology, Vazhakulam	74
B.com	March 2021	MG University Kottayam, (Kerala)	Yeldo Mar Baselios College Kothamangalam	81
Higher Secondary (Biology)	March 2018	Kerala State Higher Secondary Board	ST. Augustine's Higher Secondary School, Kalloorkad	72
SSLC	March 2016	Kerala State Board	ST. Little Theresa's High School Vazhakulam	81

CERTIFICATES

- Certificate in National Service Scheme (NSS)

NPTEL Course

- Soft skill for business negotiation and marketing strategies

COMPUTER SKILLS

- ❖ Working knowledge in MS-Office Applications (Word, Excel, Power Point)

INTERNSHIP

- ❖ Completed 45 day's Internship in the Human Resources department of "**RAJAGIRI HOSPITAL**" Aluva

PROJECTS

- ❖ Project on "**A STUDY ON THE IMPACT OF E-COMMERCE IN RETAIL MARKET SPECIAL REFERENCE TO KOTHAMANGALAM**"
- ❖ Project on "**A STUDY ON THE IMPACT OF EMPLOYEE ENGAGEMENT ON EMPLOYEE JOB SATISFACTION IN ST. GEORGE HOSPITAL VAZHAKULAM**".

REFERENCE

DR. ANJALY JOHN
Assistant Professor & Placement Coordinator,
Viswajyothi School of Management Studies, Vazhakulam
Phone No: 8086101155

DECLARATION

I hereby declare that the above mentioned information is correct up to my best of knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Vazhakulam

JOSEPH RAJAN