



CONTACT



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EettimoottilHouse
Vettoor P.O
Kumbazha, Pathanamthitta

SKILLS

- Team Work
- Time Management
- Ability to Work under Pressure
- Verbal & Written Communication
- Patience

LANGUAGE

- English
- Malayalam

REFERENCE

- Mr Binil G D (General Manager;
Techbyheart India Pvt Ltd)
92880 03022
- Sreenath V P Cofounder, CMO &
CRO at Techbyheart India Pvt. Ltd
94470 40733
- Dr. JOBY JOSE (College mentor)
99616 02402

ANJU MARIAM AJI

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.

INTERNSHIP

HR intern

September 2022 - November 2022

INTERNSHIP IN TECHBYHEART INDIA PRIVATE LIMITED IN HUMAN RESOURCE DEPARTMENT

A sound understanding of HR concepts and how HR adds 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 records.

Assisted with interviewing applicants.

Creates job offer letters, experience letters & relieving letters.

A sound understanding of how to calculate employee payroll.

Maintained and organized the filing system of asset records.

EDUCATION

MBA (HR & MARKETING)

DC School of Management and Technology, Vagamon
2021-2023

B.COM (FINANCE & TAXATION)

S.t Thomas College, Konni Thavalapara
2018-2021

COMMERCE (INFORMATICS PRACTICES)

The Indian School, Kingdom of Bahrain
2016-2018

MATRICULATION

The Indian School, Kingdom of Bahrain
2015-2016