



Aswathy Rajan

Permanent Address
MELBHAGATHU(H)
RAMAMANGALAM (PO)
THAMMANIMATTOM
KOLENCHERY
ERNAKULAM(DIST)

MobileNo

+ 91 8590001674
+ 91 9645759511

Email :

aswathyrajan1674@gmail.com

Personal Data

Date of Birth: 25/05/1994th

Sex : Female

Nationality : Indian
Marita Status: Married

Languages Known:
English, Malayalam

Hobbies & Interests

- Travelling
- Thinking about new technologies

Objective

- To take up a challenging position in an organization that provides me an opportunity to grow with the organization.

Interpersonal Skills

- Open to new technologies and Quick learner
- Ability to deal with people diplomatically
- Can lead a team if needed.

WORK EXPERIENCE: Magnamind Ventures Pvt Ltd, Nellad H R
Executive (Sep 2017- June 2022)

- Prepare monthly salary calculation
- Maintaining Statutory Compliance (ESI, PF)
- Maintaining Individual Employee Documents
- Handling Recruitment activities and Staffing
- Record Employee Leave Records

Penina Industries LLP (2023 – To present)

- Prepare Job description of new joiners
- Leave management
- Drafting Offer letters, appointment letters, relieving letters
- Payroll calculation
- Overtime calculation
- Increment, incentives of employee
- Evaluating performance of employee
- Keeping all the documents relating to HR

Educational Qualification

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
PG; Master of Human Resource Management	CET College of Management science & technology	2017	80%
UG: B com - Cooperation	Reliance College Perumabvoor	2015	65%
Higher secondary	G.H.S. S Thamarassery	2011	79%
SSLC (10th)	St George hs velamcode	2009	76%

SKILLS

KEY SKILLS

- Hard working, motivated, smart and young
- Easily adaptable to environment
- Willpower, sincere & helpful

TECHNICAL SKILLS

- MS- excel, MS -word and power point
- General basis of computer
- Zoho Software

HOBBIES

- Travelling
- Photography
- Listening music _

Passport Details

Passport Number : P 9829749
Date of expiry : 19-04-2027

PROJECT UNDERTAKEN

HUMAN RESOURCE MANAGEMENT

- A study on Health and Safety Measures of Employees at TCC LTD, Kalamassery Ernaulam

INDUSTRIAL VISIT

- Unipower Transformers Pvt. Ltd, Valayanchirangara
- Nirapara KKR Products & Marketing Pvt. Ltd, Kalady
- Eastern Condiments Pvt. Ltd, Adimaly

SEMINARS AND TRAINING

- Participated in Training and Employability Program organized in the officemanagement underKASE from ICA Educational Skills PrivateLtd

DECLARATION

I hereby declare that the above particulars are true to the best of my knowledge and belief.
I assure you that I will abide by the rules and regulation of the organization.

Date :

Yours sincerely,

Place :Kolanchery

Aswathy Rajan