

ANJU JOB

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Contact Address:

Permanent Address:

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OBJECTIVES

To secure a Challenging position in a renowned organization that will enable me to put my managerial skills in use and become a valuable asset to the organization.

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Institution	Year of Completion	Marks (%)/CGPA
MBA	Mahatma Gandhi University, Kottayam	Albertian Institute of Management Ernakulam	2012	70%
Bachelor of Science (Physics)	Mahatma Gandhi University, Kottayam	St Teresas college, Ernakulam	2010	87.1%
12 th	State	Darul Uloom H.S School, Pullepady	2007	74%
10 th	State	St Antony's H.S School, kacheripady	2005	70%

EXPERIENCE

As HR EXECUTIVE (Recruitment Section) in Muthoot Finance Ltd, Corporate Office from December 2012 to October 2014 and from July 2015 to October 2017 .

- 1.Verification/scrutiny of applications and short listing of candidates
- 2.Scheduling/ co-ordinating interviews and other performance evaluation
- 3.Issuing Offer letters and Appointment Orders for the selected candidates
- 4.Giving Induction for new joinees
- 5.Document Management of recruitment section

From November 2017 to present preparing for PSC exams.

COMPUTER SKILLS

Operating systems : Windows 98, XP, Windows 10.
Tool : MS Office

COMPETENCIES

Commitment to any work assigned, excellent team player, SMART worker, Adaptable to changes, Quick learner.

PROFILE PERSONAL

Name : Anju Job
Father's Name : Job Joseph
Date of birth : 05-10-1989
Sex : Female
Religion : Christian
Marital status : Married
Nationality : Indian

REFERENCES

Can be provided upon request

CERTIFICATION

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Ernakulam

23/03/2024

Yours Sincerely,

Anju Job