



AISWARIYA K AJAYAKUMAR

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SUMMARY

As a recent graduate, I bring a strong work ethic, a drive for excellence, and a willingness to learn. While many employers prioritize candidates with work experience, I am confident that offering opportunities to individuals like myself can showcase the untapped potential and capabilities I possess. I am enthusiastic about the prospect of contributing to the organization, expanding my skills, and making a meaningful impact. I am prepared to demonstrate my commitment and abilities. Hardworking individual with skills in word processing, time management and scheduling. Analytical problem-solver comfortable working in fast-paced environments with minimal oversight.

SKILLS

- Form Management
- Applicant Screening
- Onboarding
- Understanding
- Clerical Support
- File Management
- Decision-Making
- Background Checks
- Reception Management
- Visitor assistance

EXPERIENCE

HUMAN RESOURCES INTERN, 09/2021 - 10/2021

Casino Hotel, CGH Earth, INDIA

- Worked with HR team to coordinate company events
- Developed strong written and verbal communication skills
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement
- Answered phone and performed clerical duties to assist human resources department
- Filed paperwork, sorted, and delivered mail and maintained office organization.

EDUCATION AND TRAINING

St. Teresa's College, Ernakulam, 01/2023

Bachelor of Management Studies in INTERNATIONAL BUSINESS

St. Agustin's Girls Higher Secondary School, kuzhuppilly, Ernakulam, 01/2018

Higher secondary School

Jnanodayam Public School, Cochin, Ernakulam, 01/2016

High School

CITY

Ernakulam

STREET

Edakochi

LANGUAGES

Malayalam: First Language

English: B2 **French:** A1
Upper Intermediate (B2) Beginner (A1)

Hindi: B1
Intermediate (B1)