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| **LIJA SHAJI**  **Email id: [lijashaji695@gmail.com](mailto:lijashaji695@gmail.com)**  **Contact No: 9539175402** |  |

**CAREER OBJECTIVES**

To do work with dedication in a challenging environment that offers wider knowledge and professional development.

**EDUCATION QUALIFICATION**

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| --- | --- | --- | --- | --- |
| Course | Institution | Board/ University | Year of passing | Percentage  (%) |
| MBA(HR,FINANCE) | Vivekananda Institute of Management Studies , Coimbatore | Anna University | 2019 | 78.5% |
| BBA(HRM) | International Academy for Management and Technology, Trivandrum | Calicut University | 2017 | 66% |
| Plus Two (Commerce) | GHSS for Girls Cottonhill, Trivandrum | Higher Secondary Board of Examination Kerala | 2014 | 81% |
| SSLC | GGHSS, Manacaud , Trivandrun | Public Board of Examination Kerala | 2012 | 79% |

**WORK EXPERIENCE**

* Worked as a HR Executive Trainee in Orisys India Consultancy Services,

Technopark , Kazhakuttom, Trivandrum (December 2018 to April 2019).

Responsibilities:

1. Maintain HR procedures
2. Recruitment and selection procedures
3. Support and suggest improvement to the recruitment process.
4. Handling HR interviews
5. Day to day office functions
6. Keeping proper documentation files of current and exit employees
7. Onboarding and joining formalities like background checking, document verification, providing ID cards, Bank account opening, Induction, orientation.
8. Attendance management system
9. Prepare offer letters and bonds
10. Exit interview formalities

**TECHNICAL SKILLS**

* MS Office
* Data Entry
* Tally ERP 9

**INTERNSHIP**

* Completed one week internship training in **Horticorp** , Kerala
* Completed one month internship training in **Kerala Automobiles Limited** , Kerala

**PROJECT**

* Done Degree Final year project on “A Study on Job Satisfaction of Employees” at **Travancore Titanium Products Limited ,**Trivandrum
* Done PG Final year project on “Employees Perception on Performance Appraisal Practices” in **Orisys India Consultancy Services, Trivandrum**

**AREA OF INTEREST**

* Interested in handling accounts and dealing with financial management.
* Interested in handling HR related functions
* Interested in handling the training programs

**CO – CURRICULAR ACTIVITIES**

* Concept Documentary :

https://youtu.be/r7a6vPiAgpA

* HR Documentary:

https://youtu.be/WT\_SGi68IY0

* A workshop on Indian Financial Markets by Karvy Stock Broking Ltd.
* Got certificate for the role of **Business Correspondent & Business facilitator** issued by NSDC
* Case Study Video: <https://youtu.be/e0QwQILb040>

**EXTRA – CURRICULAR ACTIVITIES**

* Certificate course for food and Beverage Service

**PERSONAL PROFILE**

Name : LIJA SHAJI

Date of Birth : 20-10-1995

Father’s Name : Shaji

Languages Known : English , Malayalam , Tamil

Address : Tc 71/1454 Near Sewage Farm, Valiyathura

Vallakkadavu, Po-695008,Trivandrum

LinkedIn ID : www.linkedin.com/in/lija-shaji-87ba8415b

Reference : Dr. N SUNDARA PANDIAN (9698013677)

**DECLARATION**

I hereby declared that the above mentioned details are to the best of my knowledge and belief.

Place:

Date:

**LIJA SHAJI**