

**NEERAJA**

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## OBJECTIVE

I personally believe that "There is no substitute for HARD WORK" and I wish to work to the fullest in an environment which encourages me to learn and grow both personally and professionally so that I can utilize my skills and knowledge appropriately.

## EDUCATION

**Master of Business Administration**

2021-2023

Union Christian college Aluva, Kerala

**Bachelor of Commerce**

2018-2021

Al-Ameen college edathala, Aluva, kerala

## PROJECTS

A study on Stress Management among the employees at Deshabimani Printing Press Company

## LANGUAGE

English

Malayalam

Tamil

## CERTIFICATIONS

Completed Advance Excel

Certification in Financial Services

Completed ASAP under Central Government

## SKILLS

•Team management •Job description development •Food and Beverage Operations •E-Commerce •Conflict management

## EXPERIENCE

**HR Coordinator**

02.02.2023 - 05.02.2023

Government Printing Press Company

Reviewed and screened applicant resumes to identified qualified candidates.

•Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.

**HR Generalist**

11.01.2022 - 13.01.2023

Tyres Kalamassey, Aluva, Kerala

•Maintained human resource information system and kept employee files up to date and accurate.

Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.

•Managing every aspect of the employment process, including orientation and training new staff members.



**ANUP P BHATIA**  
HR CONSULTANT

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