



AMRITHA A

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EDUCATION

Mohandas Institute of Management

2021-2023

MBA

Sree Narayana College, Varkala

2017-2020

UG (BSc Botany)

Board of education, Kerala

2015-2017

XII(Biology Science)

Board of education, Kerala

2015

X

WORK EXPERIENCE

Speridian Technologies

Managing recruitment and selection process.

PROJECTS

Reward system and it's influence on employee performance at The Kerala Minerals and Metals Limited, Kollam, Kerala

INTERNSHIP

ICT Academy of Kerala

Assist with interviews

Set up, copy, scan and file the documents

Organized corporate meet-up

Managed phone calls

Attended meetings

LANGUAGES KNOWN

English

Malayalam

Tamil

TRAININGS AND CERTIFICATES

National Programme for Enhanced Technology Learning - Managing Services

Excel and Digital Marketing

CONTACT

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Sharjah, UAE

in <https://www.linkedin.com/in/amritha-a-9a778a236>

SKILLS

Human Resource

Communication skill

Problem solving skill

Time management

Microsoft PowerPoint

Microsoft word

Leadership and teamwork

Employee relations

ACHIEVEMENTS & AWARDS

1st Runner up in HR game(National level management fest conducted by Rajadhani Business School)

2nd Runner up in HR game (National level Inter collegiate management fest conducted by Kerala Institute of Co-operative Management)

1st class in Typewriting English and computer word processing (Kerala Government Technical Examinations)

2nd class in Typewriting Malayalam and computer word processing (Kerala Government Technical Examinations)

Attended TRIMA 2023, the flagship event of Trivandrum Management Association (TMA).

REFERENCE

Dr Shibulal AL - Mohandas Institute of Management, Anad, Nedumangad

Head of the Department

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8848710083

PERSONAL DETAILS

Date of Birth : 24/11/1999

Marital Status : Single

Nationality : Indian

Gender : Female

