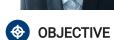


AMRITHA A



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.

S 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

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MORK 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

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

@ amrithaanees@gmail.com

055-6062874

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

R 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 shibulal77@yahoo.co.in 8848710083

PERSONAL DETAILS

Date of Birth : 24/11/1999

Marital Status : Single
Nationality : Indian
Gender : Female