



## RINTOO BIJU

Bldg No 254, Flat 403, ME-12, MBZ City, Abu Dhabi, UAE.

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### Career Objective

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To work in a reputed organisation with a professionally work driven environment, where I can utilise and apply my skill and knowledge, which would enable me as a fresh graduate to grow while fulfilling the organisation goals.

### Experience

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- Omega Health Care** 13/07/2022 - 27/08/2022  
HR Intern  
Worked as HR Intern in Omega Healthcare Chennai 45 days.
  - Helped the HR team in recruitment and selection process.
  - Helped the HR team in Data Tracking.
  - Helped the HR team in conducting interviews, Group Discussion and Interview.
  - Make phone calls to new candidates and keep them updated on the status of their applications.
  - Assist HR managers to coordinate training programs for the new employees and assist them to carry out smooth onboarding process.
  - Helped the HR team in conducting Versant test.
- Bavason's Archana Hospital** 25/03/2023 - 25/5/2023  
HR Intern  
Worked as HR Intern in Bavason's Archana Hospital in Vannappuram.
  - Assisted the HR in Recruitment process which includes group discussion and interview.
  - Helped the HR in maintaining employee records with accuracy and confidentiality.
  - Support recruitment activities, including job posting job vacancies and screening the applications.
  - Coordinate with hiring managers on taking updates and scheduling interviews.

### Education

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- St. Joseph's Business School Palai** 2021-2023  
MBA (HR)
- Karyavattom Campus Trivandrum** 2019-2021  
M.COM (General)
- Catholicate College Pathanamthitta** 2015-2018  
BCOM (Computer Application)
- The Model School Abu Dhabi** 2014-2015  
PLUS TWO

## Skills

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- Articulate and Interpersonal and negotiation Skills.
- Excellent Analytical and Leadership Skills.
- Efficient Communication and Presentation Skills.

## Projects

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- **Problems faced by women in train**

In BCom, I have completed my project on the topic problems faced by women in train.

- **Business Acclimatization Study**

In MBA, I have conducted a business Acclimatization study of Icy Cupa, a small juice shop in pathanamthitta district of kerala.

- **A Study on the Impact of Work Life Balance on Job Satisfaction With Special Reference to Nurses of Bavason's Archana Hospital Vannappuram**

In MBA, I have conducted a study on behalf of my project topic "A Study on the Impact of Work Life Balance on Job Satisfaction With Special Reference to Nurses of Archana Hospital, Vannappuram" during the period from 25/03/2023 to 25/05/2023.

## Certificates

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- Certification in Financial Services conducted by Hedge School of Applied Economics.
- Certificate of Achievement in Advanced Excel.

## Interests

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- Travelling
- Sports

## Languages

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- English
- Hindi
- Malayalam

## Reference

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- **Dr.Ajith K. Thomas - St.Joseph Business School Palai**

Professor, Head and Dean  
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- **Elma Joseph - St.Joseph Business School Palai**

Assistant Professor  
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## Declaration

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- I hereby declare that all the details furnished above are true to the best of my knowledge and belief