

**RINTOO BIJU**

0503869892 | RINTOOBIJU123@GMAIL.COM

Dear Sir/Madam,

Myself Rintoo Biju. I am a recent MBA graduate specialised in HR and Marketing from St.Joseph's College of Engineering and Technology, Kerala, India. I was raised in UAE and currently residing in Abu-Dhabi, UAE. I have 4 months of internship experience as HR Intern in Healthcare sectors of Kerala and Chennai, India.

If you have any vacancies in HR/Marketing, I request you to consider me for an interview.

With Best wishes,

Rintoo Biju

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## Career Objective

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I am a highly driven recent business school graduate having specialisation in HR and Marketing. I am seeking a full time position in either HR or Marketing where I can use my knowledge and skills for fulfilling the organisation objectives.

## Internship

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- **Omega Healthcare Pvt Ltd.**

HR Intern

Worked as HR Intern in the Healthcare sectors at Kerala and Chennai, India for 4 months.

- **Duties and Responsibilities**

- Resume Scanning of the Candidates.
- Data Tracking of the Candidates.
- Conducted Versant Test for the Candidates.
- Conducted GD and Interview for the Candidates.
- Training of the New Interns.

## Certificates

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- Certificate of Achievement in Advanced Excel (Microsoft).
- NPTEL Certification in Strategic Sales Management.
- Certification in Financial Services conducted by Hedge School of Applied Economics.

## Education

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- **St.Joseph's College of Engineering and Technology, Palai** 2021-2023  
MBA (HR and Marketing)
- **Catholicate College, Pathanamthitta** 2015-2018  
B COM
- **The Model School, Abu-Dhabi** 2014-2015  
PLUS TWO
- **The Model School Abu-Dhabi** 2012-2013  
SSLC

## Projects

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- **Gender Based Safety Aspects of Public Transportation especially Women**  
In UG, I have completed my project on the topic 'Gender based safety aspect of public transportation especially women'.
- **Business Acclimatization Study**  
In PG, I have conducted a business Acclimatization study of Icy Cupa, in Kerala, India.
- **A study on the Impact of Work Life Balance and Job Satisfaction on Health Care Industries in Kerala.**  
In PG, I have conducted a study on behalf of my project topic "A Study on the Impact of Work Life Balance and Job Satisfaction on Health care Industry in Kerala during the period from 25/03/2023 to 25/05/2023.

## **Skills**

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- Excellent Communication skills
- Excellent Analytical and Leadership Skills.
- Excellent Presentation Skills.
- Ability to work Under pressure.
- Multi Tasking Ability and Excellent Computer skills.

## **Interests**

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- Travelling
- Sports

## **Languages**

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- English
- Hindi
- Malayalam

## **Reference**

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- References can be furnished upon request. -