



# SHYMA T SHAJI

## CONTACT

- +971504421798
- shymashaji799@gmail.com
- UAE

## SKILLS

- Recruitment
- Training and development
- Employee relations
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Customer service
- Relationship building
- Customer insights
- Problem-solving

## TECHNICAL SKILLS

- MS Word
- MS Excel
- Powerpoint

## PROFILE



Result driven HR and client Relationship professional specializing in Training and Developmen experience in designing and implementing employee learning programs as well as operations and employee learning programs, skill enhancement initiatives, and organizational development strategies. Adapt assessing training needs, coordinating workshops and evaluating program effectiveness to enhance workforce performance with Strong interpersonal skills.



## WORK EXPERIENCE

**Goan Institute Of consociation Of International Education LTD** (2023-2025)  
Ernakulam India.

### ASSISTANT HR AND CLIENT RELATIONSHIP MANAGEMENT

- Develop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.
- Lead, mentor, and manage high-performing marketing team, fostering a collaborative and results-driven work environment
- Customer Relationship Management
- Training and Assessing
- Monitoring Records and Analysing
- Customer needs, and competitor strategies
- Oversee market research to identify emerging trends
- Design and implement programs to enhance employee skills
- Assess training needs through discussion so with management and staff.

**MRF Tyres (Marketing Intern) Organizational study Intern** 2022July

- Observe and analyze the policies, and functions of the organization
- Monitor and maintain brand consistency across all marketing channels and materials.

**CUSTOMER CARE OFFICER VI (INSIDE SALES PART TIME)** 2019-2021

- Inside sales through calling
- Customer acquisition and management



## EDUCATION

**Master of Business Administration (MBA) HR &Marketing** 2021-2023

Vishwesharya Technological University Mangalore India

**B.com (Finance &Honours)** 2018-2021

Srinivas University Mangalore India

## LANGUAGES

- English (Fluent)
- Malayalam
- Hindi
- Kannada

## PERSONAL DETAILS

DATE OF BIRTH : 14-04-2001

NATIONALITY : INDIAN

GENDER : FEMALE

MARITAL STATUS : SINGLE

PASSPORT NO : C2522159

DATE OF EXPIRY : 5-09-2034

VISA STATUS : VISITING VISA

DATE OF EXPIRY : 18-06-2025



## PROJECTS

### IMPACTS OF BRAND AWARENESS AND INITIATIVES

- Analyzed current systems, processes, and procedures to identify areas for improvement.
- Collected and analyzed data through interviews, surveys
- observations
- Engineered an innovative branding strategy, significantly enhancing brand awareness and positioning in the market.
- Presented findings and recommendations to senior



## ACHIEVEMENTS

- Initiated to conduct national level management fest in collage (May 2023)
- Awarded as star performer of Shree Devi Institute of Management studies (June 2023)

## DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and facts as per the knowledge and hold the responsibility for the correctness of the above mentioned particulars.