




SHYMA T SHAJI

Nationality: Indian **Date of Birth:** 14-04-2001 **Gender:** Female

 **Phone number:** +91 7994688320

 **Email Id:** shymashaji799@gmail.com

 **Home:** UAE

ABOUT ME

Results-driven HR professional specializing in Training and Development, with experience in designing and implementing employee learning programs, skill enhancement initiatives, and organizational development strategies. Adept at assessing training needs, coordinating workshops and evaluating program effectiveness to enhance workforce performance. Strong interpersonal and problem-solving skills with a deep interest in HR and Marketing, seeking an opportunity to contribute to talent management, employee engagement and brand development to drive business success.

WORK EXPERIENCE

HR (TRAINING AND DEVELOPMENT) | Oct 2023 - Feb 2025

GOAN INSTITUTE OF EDUCATION, ERNAKULAM, INDIA

- Design and implement programs to enhance employee skills and knowledge.
- Assess training needs through discussions with management and staff.
- Develop learning materials and resources for various training sessions.
- Organize and conduct workshops, seminars, and development programs.
- Track the progress of employees undergoing skill enhancement initiatives.
- Coordinate with external trainers and institutions for specialized programs.
- Evaluate the effectiveness of learning sessions through feedback and assessments.
- Maintain records of employee participation in training activities.
- Assist in the selection of appropriate learning tools and methodologies.
- Support career development initiatives to enhance employee growth.
- Align educational programs with organizational goals and industry standards.

ORGANIZATIONAL STUDY INTERN (HR) | May 2022 - July 2022

MRF TYRES, KOTTAYAM, INDIA

- Observe and analyze the structure, policies, and functions of the organization.
- Assist in reviewing employee engagement and workplace culture.
- Support in gathering data on workforce management and operations.
- Participate in discussions with various departments to understand workflows.
- Help in compiling reports on organizational effectiveness and challenges.
- Conduct surveys and interviews to assess employee satisfaction.
- Assist in monitoring attendance and workforce scheduling processes.
- Review policies related to recruitment, onboarding, and retention.
- Study training and development initiatives implemented by the company.
- Document findings on leadership styles and team dynamics.
- Support HR personnel in handling administrative and operational tasks.

EDUCATION AND TRAINING

MBA IN HR & MARKETING

Sreedevi Institute of Technology, Mangalore, India [2021 - 2023]

B.COM

Srinivas University, Mangalore, India [2018 - 2021]

LANGUAGE KNOWN

ENGLISH

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

HINDI

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

MALAYALAM

LISTENING C2 READING C2 Writing C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C2

TAMIL

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

ADDITIONAL INFORMATION

KEY SKILLS

- Recruitment & Selection
- Employee Relations
- Talent Acquisition
- Performance Management
- Training & Development
- Onboarding & Induction
- HR Policies & Procedures
- Attention to Details
- Team Work
- Time Management
- Employee Engagement
- Organizational Development

PROJECT

IMPACTS OF BRAND AWARENESS AND INITIATIVES (2022)

Parayil Exports, Kottayam

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)

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint

PASSPORT DETAILS

Passport No : C2522159

Date of Expiry : 5-09-2034

Visa Status : Vising /Tourist visa

Date of Expiry : ****

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge.

SHYMA T SHAJI