ALEENA K FRANCIS

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kollam

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JOB SATISFACTION

A self-motivated individual with the passion and drive to take ownership of new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional communicator willing to understand conflicts and provide a positive resolution. Noted for taking on challenging tasks in a new environment. I aim to secure a HR position where I can apply my expertise in leaderships and employee relations, performance management, and new employee orientation. And also interested in Interpersonal HR coordinator providing general HR oversight including assisting with new hire orientation, updating employee information, coordinating onboarding, coordinating candidate interviews, and preparing reports regarding recruiting activity for the HR team. Seeking to grow my career by taking up a leading role in HR by working on new HR process and policies coupled with their implementation

SPCIALIZATION

Recent MBA graduate with a specialization in human resource, seeking a role in human resource, seeking a role in human resource management, human resource intern.

PERSONAL DETAIL

DOB: September 09 2001

Marital status: single

Religion: Christian

Citizenship: India

Father’s name: K M Francis

Occupation: business

Mother’s name: Joby Francis

Occupation: Housewife

EDUCATION

* Masters of business administration

SCMS school of technology and management, Cochin

Mahatma Gandhi university

2024-2026

* Bachelor of commerce

Vimala college autonomous

Thrissur

2021-2023

* Senior Secondary (XII)

St. Mary’s Higher secondary school kottarakara

Kollam

2019-2020

* Higher Secondary (X)

MGM Residential public school

Kottarakara

2018

STRENGTHS

* Communication skills
* Teamwork
* Adaptability
* Organizational skills
* Positive attitude
* problem solving
* critical thinking
* goal setting
* Technical proficiency
* Empathy
* Creativity
* Network
* Initiative

WEAKNESS

* Short tempered
* Procrastination
* Can sometimes become single minded/stubborn
* Overthinking

LANGUAGE KNOWN

Malayalam

English

Achievements

* Certificate for attending soft skill course (2022)
* Certificate for participating inter college management fest
* Certificate for completing adavance excel
* Certificate for general entrepreneurship training program
* Internship from JURNY newsletter app
* Volunteered for a job fair, leading to interact with many peoples.
* Volunteered for a school annual day celebration
* Participation certificate for attending marketing game (inflore) in Rajagiri school of management
* Participation certificate for attending best management team (inceptra) in rajagiri school of management
* Participation certificate for attending entrepreneurship idea in Sri achutamenon govt college
* Certificate for completing spoken English class from course-era

CO-CURRICULAR ACTIVITIES

School sports teams, math clubs, chess clubs, talent shows, extempore, writing competitions, debates

Work experience

As a graduate of an MBA program, I have acquired practical experience through various internships, academic initiatives, consulting projects, and leadership positions. This background has enabled me to cultivate strong competencies in human resource , problem-solving, teamwork, and business strategy. My engagement with real-world challenges through projects and collaborations with industry partners, along with my involvement in extracurricular and volunteer endeavors, has provide me to make meaningful contributions to organizational objectives and address intricate business issues.

Reference

* Dr. Dillu Mary Rose

Assistant professor

SCMS School of Technology & Management, Aluva, Cochin, Kerala

[dillumary@scmsgroup.org](mailto:dillumary@scmsgroup.org)

* Jomsy Thomas

Assistant professor

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* Bini Paul

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