



# ATHIRA VIJAYAKUMAR

## HR PROFESSIONAL

Self motivated and goal oriented MHRM graduate with good verbal and written communication skills, seeking on an opportunity in reputable organization to prove my ability to maintain the goodwill and standard of the firm through my potential and thereby contribute to the society.

### CONTACT ADDRESS

Kozhivelil (H)

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Ernakulam, Kochi

India

DOB: 12/06/1999

### SKILLS

- Communication and listening
- Teamwork and collaboration
- Problem solving
- Time management

### CERTIFICATIONS

#### CERTIFICATE OF CAMPUS TO CORPORATE

- Course organized by department of management studies at Nirmala College.

### WORK EXPERIENCE

#### HR Administrator

2024 - Present

- Working as HR Administrator at "Studio Navis", Palarivattom from June, 2024

#### Relationship Manager

2023 - 2024

- Worked as Relationship Manager at "ICICI Bank", Thiruvankulam from November, 2023 to June, 2024

#### HR Executive

2022 - 2023

- Worked as HR Executive at "Vianinfo Solutions Private Limited", Kochi from October, 2022 to November, 2023

### EDUCATIONAL HISTORY

#### MASTER OF HUMAN RESOURCE MANAGEMENT

MG University | 2023

- Nirmala College, Muvattupuzha
- Completed with 73%

#### BA ENGLISH LITERATURE, COMMUNICATION AND JOURNALISM

## CERTIFICATE OF SPEAK ENGLISH AT EASE

- Course organized by department of management studies at Nirmala College.

## CERTIFICATE OF THE NATIONAL INSTITUTE OF PERSONNEL MANAGEMENT(KERALA CHAPTER)

- Student membership

## REFERENCES

- Avail upon request

MG University | 2020

- C.E.T College of management, science and technology, Airapuram
- Completed with CCPA of 6.36

## PROJECT/INTERNSHIP

### Junior Reporter

- Completed 1 month internship on "Kerala Kaumudi" newspaper
- Completed an online project on "Talent Management of Microsoft"

### HR Intern

- Completed 45 days internship on “360 Degree Feedback at Astro Vision Futuretech”

## ACHIEVEMENTS AND AWARDS

- National Service Scheme (NSS) Volunteer

### Literary Fest

- Participated in literary competitions conducted by Nirmala college

### Arts and Sports

- Participated and won prize for both arts and sports competitions held at C.E.T college

### Volunteered English Fest

- Coordinated and volunteered fest organized by English department

## DECLARATION

I hereby declare that all the information contained in the CV is in accordance with facts or truths to my knowledge and is up to date.