



AKHILA SAJU



+91-7902825380



akhilasaju808@gmail.com

CERTIFICATION

**Tourism and Hospitality
Management**

EDUCATION

MA HISTORY
Calicut University
2017- 2019

SKILLS

MSOffice
Tally (Basic)

SOFT SKILLS

Communication
Competitiveness
Problem Solving
Time management

LANGUAGES

English
Malayalam

PERSONAL DETAILS

Date of birth : 18-03-1997
Marital status : Single
Address : Panjithoppil(H)
Pulpally

OBJECTIVE

To Work in a Reputed Organization and to enhance my working capacities, skills by serving organization in the best possible way with determination and commitment.

EXPERIENCE

HR EXECUTIVE

SPICES PRODUCER COMPANY LTD ,ERANAKULAM

JULY 2022 – Till date

- Develop fair HR policies and ensure employees understand and comply with them
- Assess training needs and coordinate learning and development initiatives for all employees
- Preparation and management of daily meetings and appointment
- Management and handling interview scheduled for new candidate
- Oversee daily operations of the HR department
- Preparation of payroll

ADMIN AND BILLING EXECUTIVE

CENTREAL BAZAAR INDIA ,ERANAKULAM

APRIL 2021 – MAY 2022

- Send invoices and account updates to clients.
- Attendance and Leave Management
- Send reminders for payments and contact customers whe assigned
- Report on activity to upper management

DECLARATION

I do at this moment declare that the above particulars of information are true, correct, and complete to the best of my knowledge and belief.