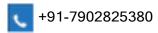


# **AKHILA SAJU**





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 committeent.

# **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.