



SHANTO MATHAI SHAJI

E-MAIL

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CONTACTS

Mobile : +91 9567899173
Post Box No: 673513

PERSONAL DATA

D.O.B. : 26th Dec. 1998
Sex : Male
Nationality : Indian
Status : Unmarried

ADDRESS

Meprath House,
Maruthonkara P.O,
Kavilumpara Via.,
Calicut,
673513

LANGUAGES KNOWN

English, Hindi, Malayalam,
Tamil.

HR POSITION

A dynamic and dedicated professional with more than 1.5 years of experience in Sales and Marketing, coupled with 2 months of hands-on experience in the HR and Admin domain, is looking for an opportunity in the HR domain where diverse skills and experiences in Employee Engagement, Recruitment, and Administration could prove to be of a great fuel in the growth and success of a forward-looking organization.

SUMMARY

Worked with **Joyalukkas India Ltd.** as Business Development Executive for last 1.5 years and currently working in Magnus Innovative Technical Services Pvt Ltd. as HR & Admin Manager.

PROFESSIONAL EXPERIENCE :

1. HR & ADMIN MANGER:



Organization : Magnus Innovative Technical Services Pvt. Ltd.

Duration : 10th June 2024 - Current

About Company: MAGNUS, an Mobile Phone and Laptop Service Training Institute in Kerala, an Exclusive mobile phone & IT equipment service company in India has the most comprehensive service center network in India in the field of mobile phones, laptops & desktops.

Website: www.magnusinnovative.com

RESPONSIBILITIES:

- ⌚ Managed employee relations by addressing inquiries and resolving workplace issues, fostering a positive work environment
- ⌚ Assisted in the implementation and monitoring of performance management systems, conducting performance reviews, and providing feedback.
- ⌚ Supported payroll processing and managed employee benefits, ensuring accurate and timely compensation.
- ⌚ Monitored and managed employee attendance records, leave applications, and absences.
- ⌚ Provided administrative support to the HR department, including maintaining employee records, preparing reports, and managing office supplies.
- ⌚ Conducted recruitment processes, including candidate screening and interviews.

2. BUSINESS DEVELOPMENT EXECUTIVE:



Organization : Joyalukkas India Ltd.

Duration : 19th December 2022 – 08th June 2024

About Company: Joyalukkas B2B solution is dedicated solely to provide customized corporate gifting solutions to your exact needs and specifications in pure gold, diamonds, and silver. With decades of international expertise in this area, we can recommend and deliver perfectly customized gifts for your organization..

Website: www.b2b.joyalukkas.com

RESPONSIBILITIES:

- ⌚ Business development by Converting Corporate clients, resulting in a 20% increase in sales.
- ⌚ Conducted market research and analyzed consumer behavior to identify emerging trends and opportunities, providing valuable insights for product development and positioning.
- ⌚ Contacting prospective customers and discussing their requirements.
- ⌚ Visiting companies and generate leads to increase sales.
- ⌚ Developed and maintained strong relationships with key accounts, ensuring customer satisfaction and repeat business

EDUCATIONAL QUALIFICATION

⌚ MBA – HR & FINANCE

Marthoma College of Management and Technology, Perumbavoor – MG University, Kottayam

⌚ B. Com – COMPUTER APPLICATION

Marthoma College, Thiruvalla – MG University, Kottayam

TECHNICAL SKILLS

- ⦿ HTML
- ⦿ Tally
- ⦿ Proficient in MS-Office.

SOFT SKILLS

- ⦿ Team Player
- ⦿ Communication Skill
- ⦿ Talent Acquisition
- ⦿ Screening
- ⦿ Coordination
- ⦿ Business Analysis
- ⦿ Decision making
- ⦿ Problem Solving

PROJECT

- ⦿ Study on Family Incivility and Counterproductive Behavior – MBA
- ⦿ Change in Strategies of Mobile Service Providers and Its Import on Users – B. Com

CERTIFICATIONS

- ⦿ Foundation Program in Banking and Financial Services - Hedge School of Applied Economics, Organised by Marthoma College, Thiruvalla
- ⦿ Introduction to Coding - Edapt Online Certification
- ⦿ PC Hardware and Networking - Marthoma College, Thiruvalla
- ⦿ Certificate of G- Basic (Windows, Word, Excel, and PowerPoint Introduction, Internet & e-Mail) - G-Tec and MCMAT, Perumbavoor

PERSONAL INFORMATION

- ⦿ Name : Shanto Mathai Shaji
- ⦿ Date of Birth : 26-12-1998
- ⦿ Nationality : Indian
- ⦿ Age : 25
- ⦿ Religion : Christian, Marthomite
- ⦿ Languages Known : English, Hindi, Malayalam, Tamil
- ⦿ Email : shanto.domain@gmail.com

DECLARATION

I am confident of my ability to work in a team. I hereby declare that the above furnished details are true, correct and complete to the best of my knowledge and belief.

Place: Calicut

Shanto Mathai Shaji

***Supporting Documents will be provided upon request ***