



# ALEENA RAJ P

## OBJECTIVE

I am a self motivated and result oriented MBA HR fresher, looking for an opportunity in the field of human resource to grow my skills and knowledge, Which can further lead to growth of the organization.

## CONTACT

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Passport No : V6640335  
Place : Kozhikode

## SOFT SKILL

- Communication skill
- Presentation skill
- Coordination skill
- Time Management
- Leadership skills

## TECHNICAL SKILL

- Excel
- word
- Power point

## ACHIEVEMENTS

- NCC B and C certificate
- Team member of best manager event conducted by Ascend 2k22 management fest, DCMS

## LANGUAGES

- Malayalam
- English

## EDUCATION QUALIFICATION

### • UNIVERSITY OF CALICUT

DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES  
MBA -HR & MARKETING  
2021-2023

### • UNIVERSITY OF CALICUT

FAROOK COLLEGE  
BBA- FINANCE  
2018-2021

## CERTIFICATION

Communicative English (Speakeazy)  
Office management (Edumpus upskill)  
HRM (Edumpus upskill)  
DTP(Fast Track) (i Tech)

## EXPERIENCE

HR Executive at Kovilakam residency Pvt Ltd  
HR intern at VKC group calicut (One month)  
HR intern at Edumpus (One month)

## PROJECTS

### A STUDY ON EMPLOYEE PERCEPTION TOWARDS HR PRACTICES OF IT INDUSTRIES IN CYBERPARK, CALICUT

To study the employee perception towards HR practices

### WORK LIFE BALANCE OF WOMEN EMPLOYEES WITH SPECIAL REFERENCE TO RAMANATTUKRA MUNICIPALITY

To study how the importance of work life balance in women employees