

HANNA RAJU KJ



My Contact

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- 📍 kanjilakkadan house, manassery thazham po kommeri

Hard Skill

- communication
- recruiting
- onboarding
- interpersonal communication
- Active listening

Soft Skill

- employee relations
- adaptability
- teamwork
- Multi-tasking

Education Background

- adi shankara institute of engineering and technology, kalady
MBA-HUMAN RESOURCE
Completed in 2024
- IHRD college of applied science, calicut
BBA
Completed in 2022

About Me

To secure an HR Executive role where I can apply my passion for talent management, strategic hiring, and team building to drive organizational success. Utilizing my expertise to attract, retain, and develop top talent and deliver innovative recruitment solution

INTERNSHIPS

AVW GLOBAL LOGISTICS, KALOOR

2024 – Present

OPERATIONS EXECUTIVE

- Deals with the operations of logistics.
- Documents varification

MAXVALUE CREDITS AND INVESTMENTS PVT LTD

04-may-2023 to 17- june-2023

HR INTERN

- sourcing through LinkedIn, official websites, and other job applications
- scheduling interviews according to the availability of both the interviewer and candidate
- managing the interview processes
- shortlisting candidates

CENTREAL BAZAAR

12-feb-2023 to 16-feb-2023

HR INTERN

- managed calenders, scheduled appointments and arranged meetings
- communicated with candidates for shortlisting candidates.
- ESI enrollment for employees
- assisted in documentation

GVR JOBS

28-Dec-2023 to 28-feb-2024

RECRUITING INTERN

- Assisted in recruiting and sourcing
- Assisted the recruiter in connecting with appropriate candidates

Achievements

- International marketing
- Diploma in computer application
- Microsoft excel.
- diploma in logistics and management