

SUSMI RAJ

MBA (HR &MARKETING)



CONTACT

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- Al Nahda

ACADEMIC CREDENTIALS

MBA (HR &MARKETING) | 2021

- Kerala Technological University
- Rajadhani Business School

BA (Economics) | 2018

- Kerala University
- Mahatma Gandhi College

HIGHER SECONDARY | 2015

- Board of Higher Secondary Examination, Kerala, India
- St John's Model Higher Secondary School

SSLC | 2014

- Board of Public Examination, Kerala, India
- St John's Model Higher Secondary School

PROJECTS

- Consumer Perception Towards Amul Ice-creams In Trivandrum District
- A Study on the impact of working environment on job satisfaction of employees with special reference to state bank of India

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work	Work Ethic	Social Media Marketing	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic Skills

EMPLOYMENT CHRONICLE

ACCOUNTANT | 1 Year (Part Time)

SOUTH KERALA HABITAT FOR HUMANITY TRIVANDRUM, KERALA, INDIA

KEY RESPONSIBILITIES

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Reinforce financial data confidentiality and conduct database backups when necessary.

HR TRAINEE | 3 Months

THE RAVIZ ASHTAMUDI KOLLAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Meeting with departmental representatives to discuss HR issues.
- Assisting departments with their recruitment needs through liaison with agencies/ advertisers.
- Coordinating prospective candidates, interviewing them and administering offers.
- Participating in the collection of market salary information for the annual review.
- Assisting with the production and implementation of HR policies and procedures.

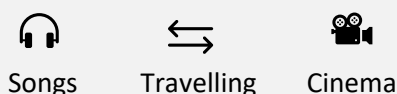
COMPUTER PROFICIENCY

MS Office	★★★★★
Tally.ERP9	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

LANGUAGES KNOWN

English	90 %
Malayalam	100 %
Hindi	90 %

INTERESTS



REFERENCE

- **Dr. PRIYA PRASAD**
Assistant Professor
Rajadhani Business School
+91 9495543390
- **DHEERAJ THRIDEEP**
Assistant Professor
+91 8848905683

INTERNSHIPS AND VIRTUAL PROGRAMME

- **Social Media Marketing Manager** | 1 Month
- New Baracpore Navachetna Welfare Society

ACHIEVEMENTS

- Event Coordinator of Le Emperoz 2020 which was held in December 2020 at Rajadhani Business School
- Student Member of national institute of personnel management

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : ??
Nationality : Indian
Permanent Address : Susmi Cottage Kandavila
Puthukkurichy P.O, Kadinamkulam
Trivandrum, Kerala, India Pin- 695303

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SUSMI RAJ