

**RISHI N RAJAN** 

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rishi.n.rajan@gmail.com

# Personal

- 🗸 Father's Name : Natarajan C ✓ Mother's Name : Vasantha K
- ✓ Date of Birth : 10-05-1995
- Age  $\checkmark$
- : 28 ✓ Religion : Hindu
- Caste  $\checkmark$ : Nadar
- ✓ Category : OBC
- $\checkmark$
- Gender : Male Marital Status : Single  $\checkmark$ 
  - (On 04-04-2024)
- Nationality : Indian  $\checkmark$



To succeed in an environment of growth and excellence and earn a Job which provides me Job satisfaction and selfdevelopment and help me to achieve personal as well as organizational goals.



# **Education Qualification**

Course	Board/University	Institution/ School/College	Year of Passing	Percentage
MBA (Finance and HR)	Anna University	Maria College of Engineering, Marthandam	September 2018	74%
BA (English Literature)	Kerala University	Emmanuel College, Vazhichal	November 2015	66%
PLUS TWO (Biology Science)	Board of Higher Secondary Education, Kerala	NKM Govt. H.S.S, Dhanuvachapuram	March 2012	75%
S.S.L.C	Board of Public Examinations, Kerala	MVHSS Arumanoor	March 2010	79%

## **Additional Qualifications**

**Domestic Data Entry** 

Under Institution Year Subjects	::	NSDC G Tech , Parssala,TVM 2014 Excel, PowerPoint, Word, Tally, English Typing, Photoshop, Internet Accessing (All Basic Knowledge about computer)
DDUGKY		

#### Under NCVT : Malankara Social Service Society, Institution Pattom Year 2018 • Course : Account Assistant using Tally

#### Skills

- Team Management
- Leadership Quality
- Extra Activities
- Electrical Works
- Creativity
- Time Management
- > Performance appraisal
- Brochure design
- Poster design

#### **Hobbies**

- Listening to Music
- Interested Computer Works
- Photoshop Works
- Interested Electrical Works
- Playing Computer Games
- Travelling
- Drawing
- Pisciculture

#### Language Known

- English
- > Malayalam
- Hindi
- 🕨 Tamil

#### **Business Practices**

- Explorer DTP Center
- Explorer PSC Coaching center
- RJ Domestic Guppy Breeding Farm

Membership in **TREC- Travancore Royal** Enfield Club



### **Project Experience**

#### Organizational study

- : Organizational study in SEVANA Electricals Ltd., Topic Kizhakambalam, Aluva
- Duration: 1 June 2017 to 30 June 2017.

#### HR Department

Topic : A Study On Workers Participation In Management With Special Reference To KITEX Ltd., ALUVA Duration: 1 January 2018 to 30 March 2018



### **Work Experience**

# **ONLINE DATA ENTRY OPERATOR (Contract)**

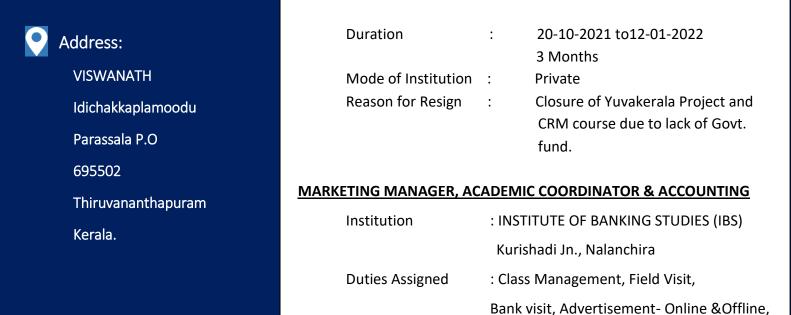
Under	:	Jeyachandran (Panchayath Secretary)
Institution	:	Palukal Panjayath
		(Govt. of Tamil Nadu)
Year	:	2019
Duration	:	4 Days (04-03-2019 to 07-03-2019)
		(480 data)
Purpose	:	Online Data Entry
Institution Year Duration	· : : :	Palukal Panjayath (Govt. of Tamil Nadu) 2019 4 Days (04-03-2019 to 07-03-2019 (480 data)

#### PUBLIC RELATION OFFICER

Institution	:	GHEETH IVF & FERTILITY CENTRE Kaliyikkavilai, Tamilnadu www.gheethhospital.com
Duties Assigned	:	Team Management
		Performance appraisal
		General Counseling
		Patient Canvas
		Conducting Mega Camp and
		Mobile Camp
Duration	:	01-06-2018 to 07-07-2020
		2 year
Mode of Institution	:	Private
Reason for Resign	:	Closure of Interstate border due to Covid -19 Pandemic.

#### CUSTOMER RELATION SHIP MANAGEMENT TEACHER (Contract) Institution MALANKARA SOCIAL SERVICE : SOCIETY

- Pattom, Thiruvanathapuram. Duties Assigned **Class Management** : Teaching, Student Training,
  - **Program arrangements**



Duration

Reason for new Job

Vehicle owned: Hero - Glamour: KL 19 H 9425 - 2017 Royal Enfield - Hunter 350 KL 19 N 3350 - 2022

#### **BUSINESS DEVELOPEMENT MANAGER, PALAKKAD**

Institution	: New Jyothi Publications(Auriel
	Publications)
	5 <sup>th</sup> Floor, New Jyothi Towers, Trivandrum
Duties Assigned	: School Visit, Sample Supply, Taking Order
	- Crossed 3.7 Lakhs (Target 14 Lakhs) -
	Proposed Target 40 Lakhs.
Duration	: 28-10-2023 to 28-02-2024
Reason for new Job	: For better career opportunity

Photo shop work (Flair, Flex design), Tvm

Branch internal Accounts.

: 16-05-2022 to 18-10-2023

: For better career opportunity



#### Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: Parassala Date: 05-03-2024

**RISHI N RAJAN**