



RISHI N RAJAN

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Personal

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

Objective

To succeed in an environment of growth and excellence and earn a Job which provides me Job satisfaction and self-development 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 : **NSDC**
Institution : G Tech , Parssala,TVM
Year : 2014
Subjects : Excel, PowerPoint, Word, Tally, English Typing, Photoshop, Internet Accessing
(All Basic Knowledge about computer)

DDUGKY

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



Project Experience

Organizational study

Topic : Organizational study in SEVANA Electricals Ltd.,
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

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, Thiruvananthapuram.
Duties Assigned : Class Management
Teaching, Student Training,
Program arrangements

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



Address:

VISWANATH
Idichakkaplamoodu
Parassala P.O
695502
Thiruvananthapuram
Kerala.

Vehicle owned:

Hero - Glamour:

KL 19 H 9425 - 2017

Royal Enfield - Hunter 350

KL 19 N 3350 - 2022

Duration : 20-10-2021 to 12-01-2022
3 Months
Mode of Institution : Private
Reason for Resign : Closure of Yuvakerala Project and
CRM course due to lack of Govt.
fund.

MARKETING MANAGER, ACADEMIC COORDINATOR & ACCOUNTING

Institution : INSTITUTE OF BANKING STUDIES (IBS)
Kurishadi Jn., Nalanchira
Duties Assigned : Class Management, Field Visit,
Bank visit, Advertisement- Online & Offline,
Photo shop work (Flair, Flex design), Tvm
Branch internal Accounts.
Duration : 16-05-2022 to 18-10-2023
Reason for new Job : For better career opportunity

BUSINESS DEVELOPEMENT MANAGER, PALAKKAD

Institution : New Jyothi Publications(Auriel
Publications)
5th 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



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