



# VIJISHA P

**Date of birth:** 12/06/2000 | **Nationality:** Indian | **Gender:** Female | **Phone number:** (+971) 581669749 (Mobile) | **Email address:** [vijisharosh@gmail.com](mailto:vijisharosh@gmail.com) | **Address:** PILAKKAVIL HOUSE, P O CHALA EAST, 670621, KANNUR, India (Home)

## ABOUT ME

HR Assistant with a strong educational background in Human Resources and Marketing, holding an MBA with dual specializations. Demonstrates a solid understanding of HR functions, including recruitment, employee relations, performance management, and training and development. Possesses excellent communication, organizational, and problem-solving skills, with a keen interest in contributing to a dynamic HR team. Eager to apply theoretical knowledge in a practical setting to support organizational growth and employee satisfaction

## WORK EXPERIENCE

**CENTURY FASHION CITY – KANNUR, INDIA**

**HUMAN RESOURCES ASSISTANT – 01/11/2024 – 30/04/2025**

- Assisted employee recruitment hiring and interview process.
- Schedule and coordinate interviews between candidates and hiring managers.
- Conduct recruitment process including screening resumes and interviewing candidates.
- Reviewed resumes from external applicants against job requirements to determined suitability for open positions.
- Developed employee orientation and training programs for new hires.
- Organize employee directories and updated individual contact information.
- Maintain accurate and updated employee records( physical and digital).
- Manage employee relations activities including counselling employees on work related issues.
- Prepare HR related letters( salary certificate warning letters etc.)
- Ensure confidentiality of employee information.
- Manage time effectively to ensure tasks were completed on schedule and deadlines were met.
- Assist other departments with HR related tasks as required.

**PARAYIL FOOD PRODUCTS PVT LTD – ALAPPUZHA, INDIA**

**HUMAN RESOURCE INTERN – 04/2024 – 05/2024**

- Organized and maintain personal records in secure database
- Provided administrative support to the human resource department
- Updated and maintained databases with current information.
- Communicate interview details and reminders to candidate.
- Assisting higher-level HR staff with hiring process.
- Assisted in payroll management.
- Maintained staff attendance.
- Help plan and coordinate small employee engagement activities.

**INTER COLLEGE MANAGEMENT FEST – KANNUR, INDIA**

**COORDINATOR – 03/2024 – 03/2024**

- Planned ,organized and executed a multi-day intercollege management fest attended by participants from various institutions.
- Managed event schedules, venue arrangements and resource allocation.
- Supervised volunteer teams, assigning tasks and ensuring timely completion.
- Oversaw registration process, participant communication and grievance handling.
- Designed promotional strategies including social media campaigns.
- Coordinated cultural programs, competitions and award ceremonies.

**G'SONS PVT LTD – KANNUR, INDIA**

**HUMAN RESOURCE INTERN – 11/2023 – 11/2023**

- Assisted in recruitment activities by posting vacancies, screening resumes, and coordinating interviews.
- Maintained employee records and updated HR databases accurately.
- Prepared and organized new hire documents.

NIKSHAN ELECTRONICS – KANNUR, INDIA

**SALES EXECUTIVE** – 05/08/2021 – 10/08/2022

- Welcomed and engaged customers in the showroom, understanding their requirements and preferences.
- Recommended suitable, high-quality branded products to meet customer needs.
- Demonstrated product features and benefits to influence purchase decisions.
- Closed sales effectively, contributing to increased showroom revenue.
- Maintained a positive customer relationships to encourage repeat business.

## EDUCATION AND TRAINING

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08/2022 – 09/2024 KANNUR, India

**MBA - HUMAN RESOURCE AND MARKETING** KANNUR UNIVERSITY

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2018 – 2021 KANNUR, India

**BACHELOR OF ARTS - ENGLISH** KANNUR UNIVERSITY

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## LANGUAGE SKILLS

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Mother tongue(s): **MALAYALAM**

Other language(s): **HINDI | ENGLISH | TAMIL**

## PROJECTS

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**A STUDY ON HOW EMPLOYEE EVALUATION PARAMETERS AFFECT THE TURNOVER RATE OF EMPLOYEES IN PARAYIL FOOD PRODUCTS PVT LTD**

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**AN ORGANIZATIONAL STUDY ON THE EFFECTIVENESS OF PERFORMANCE APPRAISAL ON SATISFACTION LEVEL AND PRODUCTIVITY AT GSONS PVT LTD**

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## REFERENCES

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**M SHYJA KARUNAKARAN,**

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ASSISTANT DIRECTOR  
CENTRE FOR MANAGEMENT STUDIES  
MANGATTUPARAMBA  
KANNUR  
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## ORGANISATIONAL SKILLS

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### PERSONAL SKILLS

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Communication skills  
Problem management  
Staff recruiting  
Leadership  
Exit interviews  
Work force planning  
Onboarding process