

RAJIA CHOUDHURY**Contact No: +917715855045****Email I.D. – raziaam17@gmail.com**

CAREER OBJECTIVE:

- An accomplished and driven professional with an entrepreneurial spirit. Possessing an ability to contribute to a company at both strategic and operational level when delivering people management strategies.

WORK EXPERIENCE:

- 5 years of working with **Jet Airways** as a cabin crew.
- Worked as a HR assistant for a RSB Info Solutions Pvt. Ltd Jan'2014 to March'2014.
- Worked with **AXIS Bank** as Front Desk Officer from Sept'2013 to Dec'2013.

JOB RESPONSIBILITIES:

Having overall responsibility for the recruitment policies of the company and also the welfare of the staff. Also managing the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner.

Ensuring that only the best candidates with the right qualifications, skills and experience are employed.

Negotiating advertising rates with newspapers & online job boards & then placing job adverts with them.

INTERNSHIP:

- Internship on “Factors Determining Job Satisfaction of The Employees” for P.G.D.M. from Reliance Capital Limited, Kolkata.
- Internship on “Future Prospective of Retail Management” for M.B.A. Reliance Capital Limited, Kolkata.

EDUCATIONAL QUALIFICATION:

- P.G.D.M. in Human Resource Management under A.I.M.A. from Annex College of Management Studies, Kolkata.
- M.B.A. in Retail Management under Punjab Technical University from Annex College of Management Studies, Kolkata.
- B.A. (Education Honors) under Gauhati University from Lumding College.
- XII from – Lumding College. Lumding, ASSAM – Board -A.H.S.E.C..
- X from – Lumding Assamese Higher Secondary School. Lumding, ASSAM – Board-S.E.B.A..

EXTRA CETIFICATION COURSES:

- C.C.S course from APTECH.

- ALPHA course from I-LEAP.
- INFO.EDGE from NIIT.
- P.G.D.R.B. course from (I.F.B.I.) NIIT.

SKILL SET:

- Operating System : Windows XP, Windows 7, Windows 8.
- Packages known : Finacle, M.S. Office.
- Area of Interest : Human Resource Management.

EXTRA CURRICULAR ACTIVITIES:

- Participated in various extra and co-curricular activities at school level.
- Member of a N.G.O. body named **G HAROA**, Lumding (ASSAM).

STRENGTHS:

- Hard working and Quick Learner.
- Believe in meticulous planning and methodical implementation.
- Result oriented approach to work.
- Ability to stay focused and motivated.
- Strong analytical and communicational skills.
- Ability to manage things and people.
- Zeal to accept work related challenges, dedication towards work.
- Pragmatic, self-Motivated and a good team player.

PERSONAL INFORMATION:

Date of birth : 05th of July 1990.
Father's name : Mr Kalu Choudhury
Permanent Address : Flat No. B-502 B Wing, Plazzio Apartment
Aditya Mill Compound Andheri Kurla Road Saki Naka
Pin -400072
Languages known : English, Hindi, Arabic, Urdu, Assamese, Bengali.
Gender : Female
Marital Status : Single.
Personal Interests : Travelling, cooking, watching movies, listening music, photography.

DECLARATION:

I hereby declare that all the information presented above is true to the best of my knowledge and believe.

Date: __/__/2017

Rajia Choudhury.

Place: Mumbai
