



LIJI RAJAN

Present Address

Building No.: 2620
Maliha Street,Muwaliah
Sharjah, UAE
Mob : + 971 523 788 407
E mail : lijirajan7@gmail.com

Personal Information

Date of birth	16-08-1989
Nationality	Indian
Gender	Female
Religion	Hindu
Marital Status	Married
Languages	English,Malayam Hindi
Passport No	- N 2481144
Valid up to	- August 2025
Visa status	- Family visa

Skill

Tally ERP 9	<div><div></div></div>
YASASII-HMS	<div><div></div></div>
MS OFFICE	<div><div></div></div>

Education

- Certificate program in Hospital Administration
- Master in Computer Applications
- Bachelor Degree in Computer Science
- Intermediate in Science (Plus two)
- Central Board of Secondary Education (CBSE)

Experience

Guest and Public Relation Executive , Kerala Institute of Medical Science ,Kollam (1 & 1/2 years)

- Maintaining a clean and enjoyable working environment Assists in retrieval and transmission of files , records etc.
- Handling external or internal communication or management systems Provides Administrative support and assistance to managers and other staff organizing, arranging and coordinating meetings

Administrator, Renaissance IT ventures Thiruvananthapuram (1 year)

- Maintaining a clean and enjoyable working environment Assists in retrieval and transmission of files , records etc.
- Handling external or internal communication or management systems Provides Administrative support and assistance to managers and other staff organizing, arranging and coordinating meetings

HR Assistant, Orange Printers Pvt.Ltd Thiruvananthapuram (1 year)

- Welcomes new employees to the organisation by conductin orintation submits employee data report by assembling,preaparing and analyzing data Provides payroll information by collecting time and attendance records.
- Provides clerical support for the HR manager.
- Maintaining organized and up to date HR files.

References

- Reference available upon request.

Declaration

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