



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	●
YASASII-HMS	●
MS OFFICE	●

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)

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

- Welcomes new employees to the organisation by conducting orientation submits employee data report by assembling, preparing 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.