



## Lijo K Raju

### ADDRESS:

Hor Al Anz, Dubai.

### Contact No:

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### E-mail:

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### Academic Credentials:

MBA (HR & Finance) - 2021

B.com (Professional) - 2019

### IT Proficiency:

- MS Office
- Online Drives

### Professional Skill:

- Good and Eloquent communication skills
- Enhanced Leadership Quality
- Management Skills
- Language Translation

Passport No: R 8706291

### Visa Details:

Visit Visa

### Date of Birth:

28<sup>th</sup> September 1996

### Gender:

Male

### Nationality:

Indian

### Linguistic Expertise:

English, Hindi, Malayalam, Punjabi

## CAREER OBJECTIVE

To work, learn and grow with an organization to reach higher level of working experience and being instrumental in beyond its mission by adhering to its value and culture and utilizing my potential and talent to its objective.

## Bibliographical Data

### ❖ Work Experience

- Worked as **Administrative Associate** with undertaking the responsibilities of **Recruitment, Payroll, Reporting and Procuring assets.**  
**Team leader** as dealing with all the regional teams and employees and developing **Employee Development Strategies** and **Action Plans for Organizational Growth.**  
Conducting **Training and Development** Approaches.
- Significant work apprehension in **Language Translation.**
- Worked In **Enterprise Resource Planning (ERP)** Software.
- Knowledge about Real Estate Documentation and Contracting
- Storekeeper

### ❖ Strengths

- Leadership and Management
- Innovative Ideas
- Guiding people
- Literary Composition Skill
- Positive Attitude
- Computer knowledge
- Team and organization oriented
- Knowledge about various software drives and social media Apps.

### ❖ Achievements and Project Work

- Highest scorer in the Bachelor's in the year 2019.
- Third Highest scorer in Master's in the year 2021.
- Completed project report on HRM during Master's

### ❖ Declaration

I hereby declare that the above furnished information is of my best in knowledge and concern.