



MAIJO AVERAVE

Mob: +919947691506

Email: maijo.averave@gmail.com

Career Objective: To achieve a position in a professional environment that can effectively utilize my knowledge and hands-on experience that offers opportunities for development and to be successful in those challenging tasks that are given to me.

Key Skills:

- Ability to handle multiple tasks
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced work setting.
- Outstanding analytical and observational qualities.
- Strong time-management skills.
- Able to work capably under pressure, drive for results.

WORK EXPERIENCE

ASPIN TRAVELS (Nov 2010 to till Date) as Senior HR Executive.

Duties and Responsibilities:

- ♣ Identifying suitable candidates according to the client requirements.
- ♣ Coordinating the selection procedure by screening & evaluating the qualified candidates.
- ♣ Scheduling the interview of shortlisted candidates and frequent follow up.
- ♣ Responsible for the timely completion of the manpower requirements of the Client Companies.

- ♣ Exposure towards job posting, advertising, sourcing and headhunting through social media.
- ♣ Involved in Client Acquisition process to get new client companies.
- ♣ Also responsible for converting existing prospects in to new clients.
- ♣ Office correspondence and Assisting the Administration.
- ♣ Facilitating travel and accommodation facilities.
- ♣ Secretarial Assistance and correspondence.

IDEA CELLULAR (2007 – 2010) as Marketing Team Head.

Duties and Responsibilities:

- Developing new business partners to expand product reach in the market.
- Working in interaction with the dealers and distributors to assist them to promote the product.
- Periodic monitoring of sales and collections.
- Advertisement consulting and suggesting the best and appropriate advertising work for the clients.
- Developing new sales lead to grow and exist in the market.

EDUCATIONAL QUALIFICATION

- **B. A. Economics** from M G University.
- **Pre Degree** from M G University.
- **S S L C.** from Kerala Board.
-

COMPUTER KNOWLEDGE

- PGDCA, C++, JAVA

LANGUAGES KNOWN

- English, Malayalam & Hindi

EXTRA ACTIVITIES

- Passed the N C C 'B' Certificate Examination in 2002 under the authority of Ministry of Defense Government of India.

PERSONAL PROFILE

Date of Birth : 17 /05 /1982
Sex : Male
Marital Status : Married
Religion & Cast : CHRISTIAN, ANGLO-INDIAN
Nationality : INDIAN
Present Address : Panayakulathil House
Kadamakudy
Pizhala P O
Ernakulam Dist, Pin - 682027

HOBBIES

Playing Football, Listening to Music, Reading and Traveling.

DELARATION

I Maijo solemnly declare that the above mentioned particulars about me are true and correct to the best of my knowledge and belief.

Place: Cochin

Date :

MAIJO AVERAVE



Approved by Govt. of India Ministry of Overseas Indian Affairs

TO WHOM IT MAY CONCERN

This is to certify that Mr. Maijo Averave is working with our company as SENIOR HR Executive since November 2010. During his tenure, he is very professional and brilliant at his work. His performance as a SENIOR HR Executive is outstanding. I have no hesitation in recommending him to any organization that he wish to work with. We would like to thank him for his exceptional services to the organization as well.

This certificate is issued upon his request to the company and we wish him all the very best and a bright future.

Yours Faithfully

Prince M P

(Business Development Manager)



35055 13'2002
Register No. 2nd Year 163943 A'2002
&
Year 3rd Year 163943 A'2003

Mahatma Gandhi University



FACULTY OF SOCIAL SCIENCES

The Syndicate of the Mahatma Gandhi University
hereby makes known that

Maijo Avenave

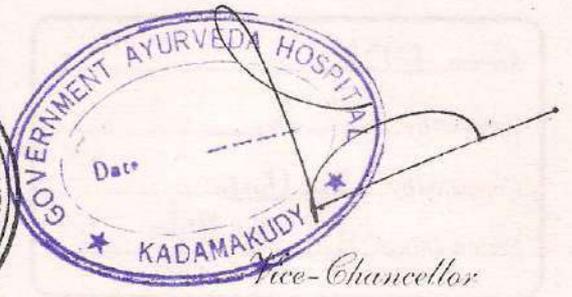
has been admitted to the Degree of Bachelor of Arts,
he/she having been certified by duly appointed examiners to be
qualified to receive the same and having been by them placed
after passing the prescribed examinations, in the.....*Third*.....class
in Part I - English, in the...*Second*.....class in Part II - Additional
Language (...*Malayalam*.....) and in the...*Second*.....class
in Part III - Optional Subjects (Group. (iii)...*Economics*.....
Main and Social Formations in Indian History
.....*and Political Science*..... Subsidiaries)
in *September 2002, April 2002 & April 2003* respectively.

Given under the seal of the University.

Accepted copy
PZHALA. P. O.
KADAMAKUDY
AYURVEDA HOSPITAL

University Buildings
Kottayam - 686 660
Kerala, India

11 February 2005



Mahatma Gandhi University

Book No : 87

Folio No : 24

Register : } Part I 35055 B'02
Number & } Part II 163943 A'02
Year } Part III 163943 U'03



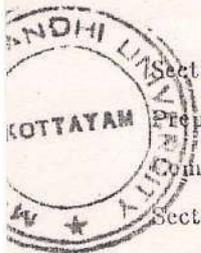
KOTTAYAM - 686 560

Dated 30 MAY 2003

PROVISIONAL CERTIFICATE

Certified that Sri/Smt Maija Averave
has passed the B. A. Degree Examination with details as shown below:-

Part I English Third Class
Part II Additional Language (Malayalam) Second Class
Part III Optional Subjects }
Group (III) : Main Economics } Second Class
Subsidiaries: Political Science &
Social Formations in
Indian History



Section : EEV
Prepared by : AMK
Compared by : [Signature]
Section Officer: [Signature]

Ps 2/4/2002 (2) dl. 16/5/2003 | 100 x 100

[Signature]
FOR CONTROLLER OF EXAMINATIONS
ASSISTANT REGISTRAR (EXAMS-VI)



Medical Officer
Govt AYURVEDA HOSPITAL
KADAMAKUDY
BIZHALA, P.O

Handed copy.

[Signature]

ICC INFOTECH

COMPUTER EDUCATION

Registered Under Government of Kerala

Sl. No. 403

Reg. No. 4839



Certificate

This is to certify that Sri / Smt. Maigo Averar

has successfully completed the training course on Post Graduate Diploma In Computer Applications
from 06/10/2003 to 12/12/2004 conducted by the ICC INFOTECH and that he / she has
passed the final examination held in January 2005 in First Class.

Place : Ennakulam

Date : 08/04/2005



DIRECTOR



प्रमाणपत्र
CERTIFICATE

सं. No. KER/SD/2000/61025 रैंक Rank L/CPL
नाम Name MAIJO AVERAVE सुपुत्र/सुपुत्री Son/Daughter of MANULE AVERAVE
यूनिट Unit 21 KERALA BN NCC, ERNAKULAM, KOCHI-11

राष्ट्रीय कैडेट कोर निदेशालय
NCC Directorate KERALA & LAKSHADWEEP, THIRUVANANTHAPURAM

प्रमाणित किया जाता है कि ऊपर लिखित कैडेट ने रक्षा मंत्रालय, भारत सरकार के प्राधिकार के अधीन सन् 19..... में हुई प्रमाणपत्र परीक्षा पास कर ली है।

This is to certify that the above mentioned Cadet has passed the Certificate 'B' Examination held in 19/2002 under the authority of Ministry of Defence, Government of India.

क्र. सं. Ser. No. KER/'B'CERT/ARMY/02/0003
स्थान Place ERNAKULAM
दिनांक Date JUN 2002



[Signature]

(RB Nair)
Lt Col

उप-महानिदेशक, राष्ट्रीय कैडेट कोर
Dy. Director General National Cadet Corps.

Grading
'C'