



Jenita Saji

A positive character with a strong desire to keep learning. With the aid of proper educational credentials and job experience, I am laying the foundation for a successful career in both human resource management and teaching.

Contact

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Address

Begur, Hongasandra, Bangalore - 560068

Education

2022 - 2024 (Currently Pursuing)

- B.Ed - Bangalore University

2022 - 2024 (Currently Pursuing)

- MBA - Manipal University
- Specialization - HRM

2021 - 2023 (Currently Pursuing)

- MA - IGNOU
- Specialization - Industrial Psychology

2017 - 2019

- MA - St. Aloysius College, Mangalore
- Specialization - English Literature

2014 - 2017

- BA - St. Aloysius College, Mangalore
- Specialization - Sociology, Psychology, Communicative English

Skills Summary

- Communication skills
- Team & Time Management
- Leadership Skills
- Canva
- Microsoft Office

Languages

- English
- Hindi
- Malayalam

Experience

● June 2019 - Sept 2021

Loyola Degree College, Bangalore

English Lecturer

- Conducting classes, setting question papers, and grading of General English, Communicative English - Phonetics and Phonology, Functional Grammar for BA and B.Com students.
- Appointed as the question paper setter of Functional Grammar (Communicative English) for BA at Bangalore University (2020 & 2021)

● Oct 2021 - March 2023

XeA Innovations Pvt. Ltd., Bangalore

Content Writer/ Customer Relationship Manager/ Trainer

- Content development for marketing purposes
- Handling communication with prospective clients.
- Provide Skill Training for school and college students.

Content Editing

- Editor of the book - "Lockdown Diaries" authored by Mr. Lazarus Lepcha - HoD Journalism, Loyola Degree College, Bangalore.
- Editor of the book "Stand - ups to Start-ups" authored by Mr. Jithin Sunny, Director, XeA Innovations Pvt. Ltd., Bangalore.

Coursera Certifications

- **Organizational Behavior - How to Manage People**
<https://coursera.org/verify/A9X3DWQU9ASQ>
- **Preparing to Manage Human Resources**
<https://coursera.org/verify/YFZQ7FVB6GVA>

Reference

Mr. Jithin Sunny

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