**Gulfjobseeker.com CV No:** **119250**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

***Objective***

To obtain a challenging position that offers opportunity for growth and personality development and fully utilize my abilities in an environment where I would learn and improve myself and thus be an asset to the organization. I would like to contribute more and more in my career in the field and hope to achieve the maximum standard.

***Educational Background***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **University /Board** | **Year of Passing** |
| HDC &BM | Co operative Union of Kerala | 2007 |
| Degree(BA Economics) | Kannur University, Kerala  | 2006 |
| Plus Two | Central Board | 2003 |
| SSLC | Kerala Board | 2001 |

***Management Skill***

HDC & BM (Higher Diploma in Co-operation & Business Management)

***IT Skills***

Office Automation

***Skills & Strengths***

1. Willingness to learn, Team Facilitator
2. Good supportive member while working in a Team
3. Good communication skills
4. Self Confidence

***Professional Experience***

**IIMTS, Genius Group Global Initiative, Kannur , Kerala**

December 2012- 2013 APRIL

Educational Counselor

**Company Profile:**

International Institute of Management and Technology Studies is a global Institute committed to meeting the needs and ambitions of culturally and internationally diverse range of the students by providing challenging programes from many International Universities.

**Key Responsibilities:**

* Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds
* Clarifying academic policies, college regulations, program requirements, procedures, and other college information
* Helping students define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students’ goals

**SANTA MONICA, STUDY ABROAD PVT LTD, Kannur, Kerala**

March 2012-November 2012

Overseas ProgrammeCounselor

**Company Profile:**

Santa Monica is the authorized representative for more than 100's of reputed universities & colleges around the globe. It has affiliated centers throughout India with over 100 experienced and trained professionals with international exposure working in line with diplomatic missions like High Commissions and emigration departments of different countries.

**Key Responsibilities:**

* Work as a team to advice students in various visa categories and process necessary requests
* Assist with entering all new student programmes and ensure accuracy
* assist with employment workshops, orientation presentations and other educational initiatives that serve to inform students or other members of the community about immigration services
* Perform any and all other duties as required to carry on the mission of the Company’s Immigration Services.

**TATA AIG LIFE INSURANCE, Kannur, Kerala**

April 2009-December 2011

Team Co-coordinator/ Business Consultant

**Company Profile:**

Tata Aig is a joint venture company, formed by the Tata group and American International Group, (AIG).Tata Aig Life combines the Tata Group’s pre-eminent leadership position in India and AIG’s global presence as the one of the world’s leading international insurance and financial service organization.

**Key responsibilities:**

* To co-ordinate the entire business deals among the advisors
* To Manage the Associates and their teams
* Interacting with clients
* Involving into recruitment process
* To login business files and data management

**Diya systems, Glowtouch technologies Mangalore, Karnataka**

July 2008-February 2009

HR Executive

**Company Profile:**

Glow-Touch is a technology services company that enables our clients to leverage a broad range of software development expertise and outsourced business support services.

**Key Responsibilities:**

* Effective Utilization of Database
* Souring profiles through Job Portals, References
* Daily recruitment tracker reports
* Involving in to recruitment process
* Interacting with clients
* Uploading relevant reports at client FTP site

***Personal Particulars***

DOB : 29/9/1985

Sex : Female

Marital Status : married

Nationality : Indian

Religion : Islam

Languages Known : English, Hindi and Malayalam