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**CAREER OBJECTIVE:**

“ To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company”

**ACADEMIC PROFILE:**

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| --- | --- | --- | --- |
| **Course** | **University/Board** | **Percentage of marks** | **Year of passing** |
| Sankaracharya Accounts Management and Banking Allied training(SAMBAT) | Sree Sankaracharya computer education(Kerala) | 93 | 2015 |
| Master of Business Administration(HR& Marketing) | Periyar University(Tamil Nadu) | 80 | 2012 |
| Bachelor of Science (Physics) | Kannur University(Kerala) | 72 | 2010 |
| Higher Secondary Examination | Board of Higher Secondary Examination, Govt. of Kerala. | 75 | 2007 |
| SSLC | General Education Department, Govt. of Kerala. | 76 | 2005 |

**AREA OF INTERESTS:**

* Human resource
* Marketing
* Recruitment
* Payroll management
* Operations management
* Accounts management

 **COMPUTER PROFICIENCY:**

* Tally. ERP9 (Version 4.93)
* Programming languages: C, C++, JAVA& Visual basic
* MS Office

**PROJECT & INTERNSHIP:**

 At **KISAN GROUP OF COMPANIES**, Bangalore.

 Topic: **“EMPLOYEE RETENTION THROUGH JOB SATISFACTION”**

 Duration: **7 Weeks**

**SKILLS:**

* Excellent in communication in written and verbal both.
* Strong problem solving skills to resolve issue quickly and fairly.
* Multitasking skills.
* Good presentation skill.
* Extremely bright academic records with absolute performance consistency.
* Highly organized thought process and well structured problem dealing attitude with an edge of innovativeness.
* Team Leadership and Monitoring.
* Excellent in computerized as well as manual accounting.
* Advanced level of experience with MS Office (Word, Excel, PowerPoint).
* Reliable and punctual, will always turn up to work on time.
* Able to work under pressure and meet deadlines.
* High level of focus and attention to detail and accuracy in a repetitive environment.

**INTERESTS AND HOBBIES:**

* Listening to music of all genres
* Travelling
* Vegetable gardening

**EXTRA- CURRICULAR ACTIVITIES:**

* Presented a paper on “Recent trends in Marketing” in a national seminar on “Emerging trends in Marketing” conducted by A V S College, Salem.
* Participated in various management meets conducted by various colleges.

**PERSONAL DETAILS:**

 Date of Birth : 31-03-1989.

 Sex : Female.

 Languages known : English, Malayalam, Hindi, Tamil.