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| **Jyothy**C/o-Mobile: +971505891826Email: jyothi.340189@2freemail.com  |

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###### CURRICULUM VITAE

Summary

Dynamic, motivated individual with good academic background, strong communication, interpersonal and analytical skill**.** Team player with an ability to grasp new things quickly.To chart out a career in management taking full advantage of my specialization in marketing & finance and to work with my full efficiency and integrity in long term association with any reputed organization.

* Strong background in managementfield.
* Knowledge of financial management

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| **EDUCATION** |  |
| Masters (appeared) | M.B.A in FinanceandMarketing– University Institute Of Management  |
| Graduation | B A Hindi–N S S Hindu College Changanasserrywith 79 |
| Plus Two | G G H S SHaripad- with 76% ( science stream ) |
| SSLC | G G H S SHaripad- with 81% |

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| **Projects Undertaken** |  |
| Post-Graduation | Project done in marketing, “A study on Brand image “. |

**PROJECT**

1) Title of the project **:**A study on Brand image with reference to promotional activities

2) Name of the company **:**Duroflexpvt ltd, Alappuzha

3) Description **:**I studied about how promotional activities affect brand image of a firm. And arrived in a conclusion that promotional activities very much affect brand image and also helps to increase sale.

I have done sales research about Duroflex mattress by visiting various dealers and retailers

Studied impact of sales promotion activities of Duroflex

Assessed the competitor’s sales promotion activities

**EMPLOYMENT DETAILS**

**Office assistant at SPRINGDALE INDIAN SCHOOL, SHARJAH**

Role

* To communicate with parents and other officials
* Dealing with new admissions
* Attending telephone calls
* Helping the management to implement decisions

**Office assistant at JR EXPORTS, KERALA**

Role

* Dealing with creditors, workers, buyers etc
* To act as an accounts assistant
* Maintain petty cash book
* To check out all the activities of operations department
* Helps to make arrangements for shipments
* To check out overall office activities

**TECHNICAL SKILLS**

* Thorough working knowledge of MS office
* Expertise in MS PowerPoint & excel
* Exposure to Tally Accounting Package
* Qualified the certificate course in MS office &Accounting Package

**PARTICIPATION**

* Gateway to Financial Freedom conducted by Hedge Equities 2013.
* Participated in seminar conducted by Mumbai stock exchange.
* National seminar on Global HRM in TKM College, Kollam
* Participated in management fest conducted by IMK , Karyavattom
* Participated in charity activities from collage as well as from our localities

PERSONALITY TRAITS

* Strong leadership and motivational skill
* Ability to handle stress
* Excellent in communication both written and oral
* Committed team player
* Comprehensive, good pair of ears

KEY SKILLS

* Good problem solving skill
* Quick decision maker
* Hardworking and disciplined
* Quick learner
* Good calculation tactics
* Never give up attitude
* Striving to be sincere and organized
* Patience

PERSONAL PROFILE

Date of Birth : 03thJanuary 1990.

Sex : Female.

Hobbies : Reading,internet surfing,listening music

Languages Known : English, Hindi, and Malayalam.

Visa status : Husband visa

WINTER TRAINING

To visit various companies and collect data from the company about their working and other activities.

ACHIEVEMENTS

* Secured 1st position in graduation
* Active participation in several seminars
* An active participant of **'New Product and Service Development 2013'**

#### Declaration

I am confident of my ability to work in a team with creativity. I hereby declare that the information furnished above is true and correct.