

[346573@gulfjobseekers.com](mailto:346573@gulfjobseekers.com)

**CAREER OBJECTIVE**

To attain a career in a progressive organization where I can contribute to the growth of the company with my education, experience and capabilities, allowing for a career development within the organization.

**PERSONAL SKILLS**

* Can work under pressure.
* Efficient management of time and task.
* Ability to work in team as well as individual.
* Honest, Self-motivated and Hard working.

**WORK EXPERIENCE IN INDIA**

Worked as HR Executive for M/S ESAF Micro Finance in Kerala 1 year.

Worked as Operations Executive for M/s MAX VALUE CREDITS AND INVESTMENTS in Kerala 6 months.

**DUTIES AND RESPONSIBILITIES**

* Self-starter and able to work with minimal Supervision under safe working environment.
* Ability to read and understand input company’s requirement day to day works.
* Reporting and updating the status to my senior officers in time.
* Having good verbal and written communication skills during conference meeting.
* Conducting internal surveys as per company’s requirements.
* Providing assistance to subordinates.
* Make estimation surveys charts with reports.

**EDUCATIONAL AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **BOARD/UNIVERSITY** | **INSTITUTION** | **YEAR OF PASSING** |
| MBA (FINANCIAL MANAGEMENT) | BHARATHIAR UNIVERSITY COIMBATORE | CHINMAYA INSTITUTE OF MANAGEMENT AND TECHNOLOGY | 2014 |
| BBA | BHARATHIAR UNIVERSITY COIMBATORE | SACRED HEART COLLEAGE SHORNUR | **2012** |
| PLUS TWO | CENTRAL BOARD OF SECANDARY EDUCATION | ST. DOMINICS CONVENT ENGLISH MEDIUM SCHOOL | 2009 |
| SSLC | GOVERNMENT OF KERALA | ST. THERESE H.S.S SHORNUR | 2007 |

**PROJECT AND ACHIEVEMENTS**

“A Study on financial performance analysis of the Thirumittacode Service Co-operative Bank

Ltd.No.p.833,Chathannur.”

“Assisting the enquiry and registration department of “RENDEZVOUS 2013” the Mega South Indian Management Meet.”

“Participated in Marketing Game Nirjayati Taranga Eminence 2013, South Indian Management Meet.”

“Participated in ASWAMEDHAM 2012, South Indian Management Meet.”

**COMPUTER SKILLS**

Tally

Graphic Designing and Multimedia Animation

Microsoft exel

Microsoft word

Microsoft power point

Microsoft outlook

Photoshop

**PERSONAL INFORMATION**

Date of Birth : 10/09/1991

Place of Birth : Thrissur

Nationality : Indian

Marital status : Single

**LINGUISTIC ABILITY**

English : Read, Write, Speak

Malayalam : Read, Write, Speak

Hindi : Read, Write

Tamil : Speak