**CHRISTEENA**

**Email:** **christeena.388225@2freemail.com**

**CAREER OBJECTIVE**

To obtain a challenging and progressive position in an industry, where I can utilize my knowledge, hard working capacity and creative thinking aid to achieve the industrial goals and customer satisfaction.

**PROFILE SUMMARY**

* B Tech with MBA having experience in HR, Sales and Marketing, Operations.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **YEAR** | **NAME OF COLLEGE/INSTITUTE** | **UNIVERSITY/** | **PERCENTAGE/** |
| **BOARD** | **CGPA** |
|  MBA (HR - OPERATIONS) | 2015-2017 | UNIVERSITY INSTITUTE OF MANAGEMENT, ADOOR | UNIVERSITY OF KERALA |  75% |
|  | 2015 |  |  | 66% |
|  B.TECH (ECE) | TOC H INSTITUTE OF SCIENCE AND TECHNOLOGY, ARAKKUNNAM | CUSAT |
|  PLUS TWO | 2011 | FATIMA MATHA H S S, PIRAVOM |  STATE | 85% |
|  TENTH  | 2009 |  CECECECECECENTRALSCHOOL,PIRAVOM CESSSSCHSCHOOL,PIRAVOM |  CBSE |  |
|  FATIMA CENTRAL SCHOOL, PIRAVOM |  CBSE | 71% |
|  |  |  |  |  |

**PERSONAL DETAILS**

Gender : Female

**Languages known** : English, Malayalam

**EXPERIENCE**

Kandamkulathi Francis Vaidyans Ayurveda Vaidyasala Pvt Ltd.

**Human Resource (HR) Cum Operations Executive (30/11/2017 to 14/12/2018)**

* Management of Employees.
* Maintain employee records and assists accounts department for salary processing.
* Responsible for the purchase of raw materials and its storage.
* Effective management of stock and updations.
* Formulate business plans in co-ordination with sales executives for developing strategies to penetrate into the market.
* Prepare and schedule advertisements according to markets.
* Handle label designing and packing of medicines.
* Resolving field problems related to products claims and customer issues.
* Carried out online sales activities.

**TECHNICAL SKILLS**

Knowledge in MS-office (Word, PowerPoint, Excel) and programming language C

**INTERNSHIP**

Company Name,

* Keltron
* Hindustan Organic Chemicals Limited (HOC)

**PROJECT**

* A study on role of raw materials in supply chain practices of HNL
* Implemented ‘Design and development of portable range Doppler radar’ as a part of Major Project
* Implemented ‘Frequency meter ‘as Mini Project’.

**ACADEMIC INITIATIVES**

* Secured third place in Discuss Throw, Kathaprasangam, Relay competitions under college level.

**INTERESTS**

* Observation
* Cooking
* Travelling