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**SOUMYA**

Soumya.372437@2freemail.com

Nationality - INDIAN

To contribute as a team member in a firm with professional work driven environment where I can utilise and apply my knowledge, skill which would enable me to grow while fulfilling organisational goal.

* **Academics:**
* **MBA in HR and Marketing** (2012-2014) from Bishop Jerome School of Management (University Of Kerala)
* **Degree in Computer Application** (2008-2011) from Fatima Mata National College, ( University of Kerala).
* **Higher Secondary** (2006-2008) from Sree Narayana Yogam School (Kerala State Educational Board)
* **SSLC** (2005-2006) from Vimala Hridaya Higher Secondary School (Kerala State Educational Board)
* **Experience:**

**ADMINISTRATIVE OFFICER** at **MANNAM MEMORIAL NSS COLLEGE** located at KOLLAM, KERALA, INDIA from **12th July 2016 to 13th January 2017**.

* **Key Deliverables-**
* Supervise the daily operations of the Institution.
* Performing administrative duties.
* Resolve administrative problems and inquiries
* Maintain files and records
* Developing and implementing the Institutions strategic plan.
* Motivating staff

**FACULTY MEMBER** in **MANAGEMENT** and **MARKETING STUDIES** at **MANNAM MEMORIAL NSS COLLEGE** located at KOLLAM, KERALA, INDIA from 12th July 2016 to 13th January 2017.

* **Key Responsibilities-**
* Effective classroom teaching
* Evaluating students’ academic performance
* Maintaining students record
* Help students identify and achieve their educational goals

**ASSISTED HR DEPARTMENT** at **DR NAIRS HOSPITAL**, a 300 bedded multi-speciality hospital located at KOLLAM, KERALA, INDIA from **OCTOBER 2014 to NOVEMBER 2014.**

* **Key Responsibilities-**
	+ Leave and attendance management
	+ Recruitment
	+ Training
	+ Performance Appraisal
* **Skills:**
* Time management
* Ability to deal with people diplomatically.
* Willingness to learn, Team facilitator.
* Analytical and problem solving skills
* Decision making skills
* Effective verbal, listening and written communications skills
* **IT Skills:**
* Well versed with Windows 7, 8, 8.1, MS Office (Power point, Word and Excel)
* **Personal Information:**

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| * GENDER
 | FEMALE |
| * MARITAL STATUS
 | MARRIED |
| * RELIGION
 | HINDU |
| * VISA STATUS
 | HUSBAND’S VISA |
| * LANGUAGES KNOWN
 | ENGLISH, MALAYALAM, TAMIL. |

* **Reference:**

On request