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**METTILDA**

Email: mettilda.384700@2freemail.com

**CAREER OBJECTIVE:**

 To be part of an organization where I can utilize and develop my creativity and technical skills effectively and thereby contribute to the betterment of the organization and of the society.

**BRIEF OVERVIEW**

* Two year experience in HR and IT Training division.
* Knowledge in software packages like Microsoft office word, Excel and PowerPoint.
* Ability to handle multiple priorities with a genuine interest in professional and personal development.
* A self-motivated team leader with strong analytical, interpersonal and communication skills.

**WORK EXPERIENCE:**

1. Company name : Right Group, Ernakulum

One of the leading IT Development and Training Companies in Kerala, India.

* Manager – Right Group ( 01st January 2018 to 01st September 2018 )
	+ Worked with company CEO and Director to strategize and plan company’s Operational and Business Development activities.
	+ Implementing and monitoring all major operational changes.
	+ Implementing and monitoring all promotional and development activities of the company.
	+ Recruitment and Selection of all personnel for various divisions of the company.
	+ Attendance and Leave Management
	+ Coordinated all Training and Induction of all employees on company polices (including appropriate dress and social media permission etc.)
	+ Monitor employee progress and stay abreast on company work climate and culture, ensuring it stays positive and productive.
	+ Regularly meet with employee for progress review and assessments discussing any problems or grievances they may have.
	+ Initiate and implement any necessary changes to help worker productivity (better assessment processes, incentive programs etc.)
* Academic Counselor – Right Soft Options ( 24th August 2016 to 01st January 2018)
	+ Counseling the students and converting into admissions.
	+ Take admission, fill the admission form, collect payments, issue receipts for payments, and file the forms.
	+ Coordinating Training for HR and Technical Round interviews for the students.
	+ Schedule different batches/ follow-up sessions etc and see that all the requirements are fulfilled. To make sure all students related activities run smoothly.
	+ Faculty co-ordination and lecture scheduling.
	+ Making attendance sheet and maintaining every day.
	+ Issuing the course completion certificate and taking the feedback from students. Forwarding candidates for interview scheduling.
	+ Maintaining our website and Google feedback also.

**ACADEMIC QUALIFICATIONS:**

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| **COURSE** | **UNIVERSITY / BOARD** | **YEAR OF PASSING** |
| B.Tech (Electronics and Communication) | Mahatma Gandhi University, Kerala | 2016 |
| 12th | Board Of Higher Secondary Examinations, Kerala | 2012 |
| 10th | Board Of PublicExamination, Kerala | 2010 |

**PERSONAL DETAILS:**

Age & Date of Birth : 23 years, 20/11/1994

Gender : Female

Nationality : Indian

Languages Known : English & Malayalam