***PARVATHY VIJAYAN +91-9633818804***

Sudhaparvathy93@gmail.com



**Objective**

To be a part of a reputed organization, which provides a steady career growth along with job satisfaction and challenging opportunity to learn and evolve my career.

# ProfessionalExperience

 **T.I.M.E. Pvt. Ltd.** (1 February 2017 topresent)

**Designation:** Student Relationship Executive

**Job Location:** Cochin

## Responsibilities:

* Being a central point of information for academic related matters
* Coordinate and provide professional support for marketing team
* Counseling and constantly motivates students and addresses their queries
* Customer care
* Support and coordinate all marketing activities
* Maintain confidential filing system, categorize & maintain manuals, sensitive

 Correspondence & other source material.

* Prepares daily closing reports and monthly reports
* Perform lead role to conduct events and activities.
* Report direct to Branch Manager and Deputy Director

 **AAKASH .Pvt . Ltd** (1 August 2016 to 31 January 2017)

 **Designation :** Student counselor

 **Job Location :** Cochin

## Responsibilities:

* Providing guidance and mentorship to the students preparing for different aptitude examinations and constantly motivating them.
* Advertisement ,poster content developing
* Report making of seminars conducted
* Prepares daily closing reports and monthly reports
* Perform lead role to conduct events and activities
* Being a central point of information for business relationship relate matters.
* Ability to resolve all issues efficiently
* Ability to pay attention to all client details

**ProfessionalQualification**

* Masters in Social Work(MSW) from Amrita college of Arts & science,Amrita University, Kollam. (**2014-‘16**)
* Completed B.A English Literature from BISHOP MOORE college, Mavelikkara
* 12th- G.G.H.S.S ALAPPEY
* 10th- K.K.K.V.M.H.S.S ALAPPEY

 **SOCIAL WORK INTERN**

* DCPU[District Child Protection Unit] – 1 month
* SOS [Save Our Soul] - 1 month
* ICDS [ Integrated Child Protection Unit] -6 month
* SPECIAL HOME - 6 month

# ComputerSkills

* + MS-Office
	+ OS-WINDOWS-2000,XPPROFESSIONAL,VISTA,LINUX
	+ Notepad

# Skills and Strengths

* Good leadership quality
* Good writing and communication skills
* Fluency in written and spoken forms of English language
* Flexibility to adapt to changes
* Passionate about writing, been into creative writing since childhood
* Keen learner with an ability to learn and acquire new knowledge
* Intense dedication and sincerity to work, family and friends
* Optimistic approach & decisiveness to turn opportunity into advantage
* Good team player

**Hobbies**

* Music
* Dance
* Avid Reader
* Creative writing
* Sports ;Badminton
* Child Care
* Scrapbooking
* Blogging

**Personal Data**

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| --- | --- | --- |
|  Name | ; | PARVATHYVIJAYAN |
| Father’s name | : | Vijaya kumar |
| Nationality | : | Indian |
| Age & Date of Birth | : | 24 &02/07/1993 |
| Sex | : | Female |
|  Marital Status | :  | Single |

 Languages Known : English, Malayalam, Hindi & Tamil

 Email : sudhaparvathy93@gmail.com

 Contact No : 9633818804

**REFERENCES**

* Mrs VeenaVivek, assistant professor in Amrita Viswavidyapeetham, Amritapuri
* Mr.Bibin Gopi, Marketing Head, Aaakash Institute Pvt. Ltd ,kochi
* Mr.Basil M Varghese , former centre head ,T.I.M.E Pvt. Ltd , kochi

**DECLARATION**

I hereby declare that the information furnished above is true to my knowledge.

18/01/2018 PARVATHY V