

# Minu B

## Adroit in Computing Noesis of HR & Finance Management

 minu.valsan@gmail.com

 <https://www.linkedin.com/in/minuvalsan>

 +918907363978

 Kerala, India



### CAREER PURSUIT

To use my creativity and logical skills for the betterment of the firm for which I work and to constructively develop my thought and personality during the process.

### ACADEMIA

Master of Business Administration  
University Institute of Management  
Kerala University

 August 2014 – Nov. 2016

Bachelor of Technology  
Matha College of Technology  
Mahatma Gandhi University

 August 2008 – June 2012

### ACADEMIA PROJECTS

- Done Project on the “Study on Impact of Stress on “Employee Performance” with reference to Kinder Women’s Hospital and Fertility Centre, Alappuzha (MBA).
- Done Internship in HR department at Duroflex Pvt Ltd, Alappuzha (MBA).
- Main project on “Word Mate” at Purple Labs, Cochin (Btech).
- Mini Project on “Integrated Mobile Service Management System” (IMSMS) at Quest Innovative Solution, Cochin. (Btech).

### CERTIFICATION COURSE

Completed four month training course in PHP  
Aeton IT Innovations Pvt. Ltd

 Kochi  February 2014 - June 2014.

### TECHNICAL KNOW-HOW

- Asp.net, PHP, MS Word, MS Power point, MS Excel, Windows Movie Maker.
- Operating System: Windows XP, 7, 8, 10

### CORE COMPETENCIES

Hard Working

Interpersonal Skills

Methodical Approach to work

Positive

Self-Starter

Organized

Adaptability

Listener

Open Minded & Talkative

### LANGUAGES KNOWN

English 

Hindi 

Malayalam 

Tamil 

### PERSONAL

Nationality : Indian  
Hobbies : Reading, Music & Browsing  
DOB : 07.03.1990

### ATTAINMENTS

- GPA 65% above throughout my entire career from school till MBA.
- Won the best project award at college.
- Active participant at school and college events.