



JIYA PAUL
MBA (HR & MARKETING)

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Asamannoor P.O,
Punnayam,
Ernakulam Dist
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Languages Known:

English
Malayalam
Hindi

Technical Awareness

- Internet
- Microsoft Office-
word, power point,
excel

CAREER OBJECTIVE

To be a part of a reputed organization and to make a positive contribution to achieve the mission of the organization and to explore myself with the company to reach the apex of my career.

PROFESSIONAL EXPERIENCE

JOB TITLE: OPERATIONS TRAINEE

I am currently working with Rajagiri Healthcare and Educational Trust since 17-04-2017.

JOB RESPONSIBILITIES:

- Coordination of patient related activities.
- Handling of grievances.
- Cash management
- Maintaining customer relationship

EDUCATIONAL QUALIFICATION

2015-2017 :MBA from De Paul Institute of Science and Technology /MG University

2012-2015:BBA From Mar Elias College, Kottappady /MG University, CGPA:3.00

2010-2012: PLUS TWO (SCIENCE) from Mar Elias Higher Secondary School, Kottappady, Percentage:79

2010: SSLC from St. Augustines GHSS, Kothamangalam., Percentage:84

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- Social media

MAIN PROJECTS

Skills

- Active listening skill
- Interpersonal skill
- Paper presentation skill
- Instructing
- Motivating

TITLE: STUDY ON QUALITY OF WORK LIFE AT MARIA'S PICKLES AND SPICES.

This project was conducted to analyze the quality of work life of employees. The study helps to understand the relationship between Quality of Work Life and employee satisfaction, productivity and performance.

TITLE: AN ORGANISATIONAL STUDY AT RADO TYRES LTD

This organization study was conducted to study the functioning of different departments in an organization and to understand the activities carried out in different departments in the organization towards the achievement of organizational goals.

ACCOMPLISHMENT

- Certificate of placement training programme 2016.
- Coordinator of marketing game Daksh 2015
- Coordinator of hospitality Arush 2015
- Volunteer of Investnet recruitment drive 2015
- Certificate of training programme on career planning and preparation 2014.

DECLARATION

I hereby declare that the information stated above is true up to my knowledge and assure you, my maximum dedication for the development of my career.

Date:

Place: Perumbavoor

JIYA PAUL