

RESHMA K.D.

Thrissur, Kerala.

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Career Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

Educational Background

- Completed **MBA (Master of Business Administration)** from Elijah Institute of Management Studies affiliated to the University of Calicut with **first class**
- Completed **BCOM** from St. Thomas Education Centre, Calicut University with **first class**
- **HSC** - G.H.S.S. Anchery, Kerala State Board with **distinction**
- **SSLC** - G.H.S.S. Anchery, Kerala State Board with **distinction**

Credentials	Extra-Curricular Activities
<ul style="list-style-type: none">• Proficiency in software MS OFFICE.• Good presentation skills and convincing ability.• Fluency in Speaking English. Good team player.• Hard-working and strong desire to come up	<ul style="list-style-type: none">• Participated in different South Indian Management Meets.• Anchoring.• Active member of Entrepreneurship Development Club.• Participated in social activities like cleaning a village, planting of trees and charity.

Work Experience	Job Description
Working as back office executive at Sharekhan LTD , thrissur from June 2017	<ul style="list-style-type: none"> • Undertake the tasks of receiving calls and assisting sales/marketing team • Monitor office supplies • Handle requests and queries appropriately • Develop and carry out an efficient documentation and filing system
Worked as a lecturer in SN College of Advanced Studies,Vazhukumpara, Thrissur for 1 year	Taking Managerial Economics,Business Regulatory Framework and General Informatics for BBA students.
Worked as assistant to P.R.O. at Robin RO Technology Thrissur for 6 months.	<ul style="list-style-type: none"> • Responsible for the preparation of quotation • Assisting the marketing manager and supporting the marketing team with marketing activities and Follow up of sales leads. • Monitoring daily activities and preparation of periodic reports

Industrial Exposure

- Completed one month project cum internship at Sharekhan Ltd., Thrissur with special reference to their Marketing Strategies.
- Major project cum internship on “QUALITY OF WORK LIFE OF EMPLOYEES” with special reference to Harrisons Malayalam Ltd.Thrissur.

Personal Details

Age : 25 Years.
Date Of Birth : 7th Oct 1992
Nationality : Indian
Mother Tongue : Malayalam
Marital Status : Single
Linguistic Excellence : English, Malayalam, Tamil, Hindi

References

JOTHIS RACHEL MATHEW

09446286624

HEAD OF THE DEPARTMENT– MBA DEPARTMENT

ELIJAH INSTITUTE OF MANAGEMENT STUDIES, THRISSUR.