

RIYA SUNNY

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Specialized in Finance and Marketing

Objective	To join the organization, where I can contribute my skill talent in growth of organization.				
Education Qualification	Course	Institution	Board/ University	Year Of Completion	Aggregate (%)
	MBA in Finance and Marketing	Vimal Jyothi Institute of Management and Research	Kannur University	2015-2017	60
	B COM with Computer Application	BVM Holy Cross College Cherpunkal	MG University	2014	64%
	Plus Two (c)	Venerini English Medium Girls' Higher Secondary School, Calicut	HSE	2011	68%
	SSLC	ST. Mary's E M H S, Chittarikkal	SSC	2009	79%
Work Experience	Organisation	Designation	Period	Key Role	
	East Eleri Service Co-Operative Bank, Chittarikkal (Head Office)	Management Trainee	1 Year	<ul style="list-style-type: none">• Updates payroll records• Provision Tax• Acquaintance clearance• Welfare fund etc..	
	Fragomen Immigration Services India (Pvt) Ltd, Infopark, Kochi	Process Assistant	8 Months	<ul style="list-style-type: none">• H1B Visa Clearing of a company• Legal Form Clearance of different countries etc..	
Additional Certificates	<ul style="list-style-type: none">• Certificate of Tax Practitioner• Certificate of Tally 9				
Computer Knowledge	<ul style="list-style-type: none">• MS Word• MS Excel• MS PowerPoint• Tally 9				
Organization Study and Internship	<ul style="list-style-type: none">• Internship at Max Fashion, Kannur 2017. (PG)• An organizational study at CAMPCO, Mangalore 2016. (PG)				

Industrial Visits	<ul style="list-style-type: none"> • Rubco Kannur • CAMPCO Mangalore • Ashok Leyland, Chennai • Hatsun Agro Product Ltd, Chennai • MRF Kannur
Personal Attributes	<ul style="list-style-type: none"> • Positive outlook towards life • Patience • Ability to hard work • Good interpersonal skill
Extra-curricular Activities:	<ul style="list-style-type: none"> • Participated in cultural and sports activities at school and college level • Conduct in College Management Fest • Active member of KCYM • Doing creative PowerPoint presentation
Strengths	<ul style="list-style-type: none"> • Committed team player with flexible approach • Aggressive target oriented personality and committed towards the assignment given time • Creative, Innovative, Hardworking, Enthusiastic, Punctual and Honest
Achievements	<ul style="list-style-type: none"> • Management fest Karmanta 2016 at Vimal Jyothi Institute of Management and Research, Chemperi as Photography Head. • Management fest Karmanta 2015 at Vimal Jyothi Institute of Management and Research, Chemperi as Best Management Team Member
Personal Details	Date of Birth : 25 April 1993 Marital Status : Single Father's Name : Sunny Jose Nationality : Indian Passport No : RO361693 Hobbies : Photography, Listening to music Languages known : English, Malayalam, Tamil
Reference	<ul style="list-style-type: none"> • Jose Prakash Secretary East Eleri Service Co Operative Bank Head office, Chittarikkal Kasaragod (Dist.) Mob: +91-9495325481 • Saju James CEO Fragomen Immigration Services India Infopark, Kochi Email: sjames@fragomen.com Ph: +914843990758