



# *LIMA VARGHESE*

**Contact no.:** +91 7561898223

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## **OBJECTIVE**

To obtain a position that will allow me to utilize my education, aptitude, demonstrated and creative skills, strong initiative, artistic abilities and positive attitude to make a constructive difference within my company or community and to grow as an individual.

## **EDUCATION**

- Secondary School Leaving Certificate, Thalore, India–10<sup>th</sup>
- Plus Two, Thalore, Kerala , India
- Bachelor of Commerce(Computer Application) , graduation from Calicut University, Kerala
- Master Of Business Administration – in HR and Marketing , M.G. University , Kerala , Pursuing
- Technically qualified in Tally ERP 9. Knowledge in MS Excel , MS Word, MS open office & other Basic Knowledge

## **PROJECT DONE DURING MY ACADEMIC PERIOD**

- Project on ‘Different types of loan in Co-operative Banks’, Kuriachira
- Organizational study @ Southern Indian Poly Product Pvt. Ltd. Thrissur
- Presently doing project on the Studies on Labour welfare measures of Pilot Smith Pvt Ltd, Kerala
- Documentation member, in Daksh 2016
- Industrial visits: - KAMCO; Athani, MRF; Maharashtra, Chamber of Commerce; Wellington island

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interact and communicate with people over the telephone.
- Ability to understand and follow specific instructions and procedures.
- Ability to gather data, compile information, and prepare reports, maintain confidentiality of records and information.
- Ability to operate equipment skillfully and in conformance with applicable procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing, with people at different levels and from various backgrounds.
- Technical Knowledge in MS Excel , MS Word, MS open office & other Basic Knowledge, to operate in software of respective company
- To take Care of Complete Staff Data Base, Payroll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc.
- Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Maintaining the Contract Employee details.

## **PERSONAL DETAILS**

Date of Birth - 14.07.1995

Sex / Marital Status - Female / Single

Present Address - Thattilkarimbanakkal House, Thalore P O, Thrissur , Kerala, India

Permanent Address -Thattilkarimbanakkal House , Thalore P O , Thrissur , Kerala , India

Nationality - Indian

Languages Known - English , Malayalam

Passport No: - J7451240

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## **STRENGTHS**

- Excellent communication, presentation and interpersonal skills.
- Strong work ethics, professional attitude, reliable, and flexible to change.
- Effective interaction with all level of internal customers and external clients/suppliers.
- Highly achievement oriented with an ability to develop effective strategies plus organizational expertise.

## **EXTRA CARRICULAR ACTIVITIES**

- Compulsory Social Service Activities
- Participated in National Seminars
- Participated in Marketing Game at Christ College, Bengaluru
- My hobbies include reading , listening to music, gardening and dancing.

## **REFERENCES**

Prof.Sunitha  
Depaul institute of Science & Technology , Angamaly  
Contact No: +91 9744044253

## **DECLARATION**

I here by declare that the above given statement is true and correct to best of my knowledge.

**LIMA VARGHESE**