**RESUME **

**BIYA TOM**

Contact No: 04812538998

Mobile No.8281507642

Email Id: biyaelsatom@gmail.com

***CAREER OBJECTIVE:***

 Seeking a quality environment that will serve as a platform of learn and enhance my skill where in my knowledge can be shared and enriched . To work in a progressive and stimulating work culture with the freedom to be creative, innovative and to excel and grow in my area of work which will be laurels and accolades to the organization**.**

***ACADEMIC CREDENTIALS:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **COLLEGE** | **UNIVERSITY** | **YEAR OF PASSING** | **% OF MARKS** |
| MBA HR & MARKETING | DEVAMATHA COLLEGE  | M G University | 2016 | 55 |
| BSC. MATHEMATICS WITH COMPUTER APPLICATION | ETTUMANOORAPPAN COLLEGE | M G University |  2013 | 55 |
| PLUS TWO | GOVT. H.S.S KADAPPOOR | Higher Secondary Board | 2009 | 60 |
| SSLC | MANGALAM E.M.R.H.S.S | Board of Public Examination | 2007 | 70 |

***ADDITIONAL QUALIFICATION***

Certificate Course in C programming 2007 ( Two Months)

Professional Diploma in Computerised Financial Accounting 2013 ( Duration 6 Months)

***PERSONAL & PROFESSIONAL TRIATS***

* Positive Thinking
* Responsible
* Sincere and Hardworking

***IT PROFICIENCY***

* Knowledge of Operating System
* Internet and E-mail
* Application of Software Packages Word ,Excel , Powerpoint.
* Tally

 ***DETAILS OF EXPERIENCE***

* ***Showroom hostess in popular vehicles and services pvt.Ltd ( June 2015 –December2015).***
* ***Customer Service Executive -Muthoot Fincorp Ltd Kottayam ,Kerala June 2016- October 2017***
* ***Branch Relationship Executive – SBI Cards and Payment Services Pvt. Ltd (31 March 2018*** *- )*

***PERSONAL DETAILS***

Name : BIYA TOM

Father’s Name : TOMY K.M

Religion & Caste : Christian, RCSC

Date of Birth : 10/12/1990

Sex : Female

Marital status : Married

Linguistic Proficiency : English, Malayalam, Hindi(Read& Write)

Nationality : Indian

Address for Communication : **BIYA TOM**

 Kuruppanthettu (H)

 Ettumanoor p. o

 Clamattom

 Kottayam (D)

***DECLARATION***

If given an opportunity to serve in your esteemed organization. I assure that I would discharge the duties assigned to me to the fullest of your satisfaction.

 Sincerely Yours

Place : Ettumanoor BIYA TOM

Date :