

## **SHREA SUSAN JOY**

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### **CAREER OBJECTIVE**

To take up a challenging career in a firm that would offer a conducive and stimulating work culture and where I could get exposure to new ideas, to work with dedication to add quality to company's services.

### **EDUCATION AND QUALIFICATIONS**

**2016-2018** : MBA in Amity University specialising in **Operations and Finance**.

**2014-2015** : Diploma in Corporate accounts and management  
From Accountants Service Society, Cochin, Kerala  
Grade: First class

**2010-2014** : B.E in BIOMEDICAL ENGINEERING  
From Adhiyamaan College of Engineering,  
Anna university, Chennai  
Grade:First class

**2008-2010** : Tharbiyath Higher Secondary English Medium,Ernakulam, Kerala  
Grade:Distinction

### **INTERNSHIP:**

- Successfully completed my two months Summer Internship on **Account Receivables** at Aster Medcity ,cochin
- Worked as a Biomedical trainee for six months at Kolenchery Medical Mission Hospital, Kerala, India.
- Eleven months training as accountant and managing customers accounts at Accountants Service Society,Cochin, Kerala.

### **CORE COMPETENCY:**

- Proficient in Microsoft office (Word, Excel and Power point)

## **KEYSKILLS**

- Create and maintain accurate databases.
- Excellent project management and time management skills developed through various industrial trainings and projects during the bachelor of engineering and Master of Business Administration study.
- Highly numerate and analytical.
- Plan and implement accounting controls.
- Ability to work to tight timescales and key milestones.

## **RESPONSIBILITY/ACHIEVEMENTS:**

- Attended National conference on 'REHABILITATION ENGINEERING AND ASSISTIVE TECHNOLOGY' and 'NOVEL INNOVATIONS IN BIO-MEDICAL ENGINEERING'.
- Attended National Seminar on 'MEDICAL THERMOGRAPHY' NSMT 2011 organized by the Department of Biomedical Engineering, SRM UNIVERSITY.

## **PERSONAL DETAILS:**

Father's Name : TV Joy  
Mother's Name : Reeby joy  
Date of Birth : 23.06.1992  
Languages known : English, Tamil, Hindi, Malayalam  
Permanent Address : Vadakkedathu (H), Ooramana (PO),  
Ernakulam(Dist), Kerala,686663