**DONA TONY,** 

**ALUKKAL [H],**

**CHENGAL , KALADY P.O,**

**ERNAKULAM. Email: dona.tony1993@gmail.com**

**PIN: 683574. Contact No: +91 9072251966 ,884869502**

**✍Career Objective**

To be a part of an organization which would make me more resourceful and innovative by providing a platform for a multi-faceted growth of my skills gained during **BCA** and **MBA** Programme and to evolve in contributing to the development of organization along with my personal development.

Seeking to obtain a responsible position in **Human Resource Management** where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

**📋Educational profile**

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| --- | --- | --- | --- | --- |
| **Educational**  **Qualification** | **School/College** | **University/**  **Board** | **Year of Pass** | **Percentage** |
| MBA in HR & Finance | CMS Institute Of Management Studies | Bharathiar University | 2018 | 68% |
| BCA | Holy Matha College | M.G | 2015 | 60% |
| Plus Two | St. Joseph’s G H.S.S, Kalady | Board of Education Kerala | 2012 | 75% |
| SSLC | St. Joseph’s G H.S.S, Kalady | Board of Education Kerala | 2010 | 72% |

**📋Projects and Trainings Undertaken**

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| --- | --- |
| **1 . Project Title** | **:** A Study on Environmental Impact Associated With  Operations Of Employees In Tyre Industry, APOLLO TYRES,PERAMBRA,THRISSUR. |
| **Summer Training Project Duration** | **:** One month. |
| **Company** | **:**. APOLLO TYRES,PERAMBRA,THRISSUR |
| **Role** | **:** HR Trainee |
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| **2. Project Title :** | Supplyco Billing System – BCA Final year Mini project using VB.  Loan Collection and Recovery System – BCA Final year Main project using java. |
| **Summer Training Project Duration:** | Two months. |
| **Company :** | Flemmine Softwares PvtLtd,Kaloor. |
| **Role :** | Software Tester and Documentation. |
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✍**Computer Proficiency**

* MS-Office (MS Word, MS PowerPoint, MS Excel)
* Advanced search on the Internet.
* Operating System **:**Windows7,Windows8,Windows10

**🚹 Key Competencies And Skills**

* Willing to work hard and take challenges
* Ability to multitask
* Ability to work in a team-oriented environment
* Good decision making skills
* Possess positive attitude
* Self Confidence
* Risk Management
* Time Management Skills
* Responsible

**🚹Achievements**

* Actively participated in the Personality Development Camp (Karl Kubel Institute for Development Education).
* Active member in Arts Club activities in college.
* Achieving sales target in Personal Selling.

**🚹Personal Details**

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| Name | **:** DONA TONY |
| Date of Birth | **:** 05 NOV 1993 |
| Marital Status | **:** Unmarried |
| Passport No | **:** N5950881 |
| Nationality | **:** Indian |
| Languages Known | **:** English, Malayalam and Tamil. |
| Hobbies | **:** Travelling, Listening to music, Internet surfing etc. |

**✍Declaration:**

I hereby declare that all the details mentioned above are true to the best of my knowledge and belief.

**Place:** KALADY

**Date:**  DONA TONY