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RINU DONY

Career Objective

To get into a responsible position where I can perform in an effective in an effective manner for successful achievement of organization goals and thereby to have job satisfaction and a growth oriented career.

Strength

I have the potential to do everything that covers my responsibilities in during the job that will achieve the mission and vision of the company or establishment. Professionally, I can work under pressure and very dedicated to work well. I am honest, open –minded, responsible, possess good manners and hospitable enough.

Assignments / Projects Experience

Carried Out a project on LABOUR WELFARE at Bajaj Allianz Life Insurance company Ltd. Kochi. For partial fulfillment Bachelors.

Career Path

A Z research Partners Pvt Ltd
Ernakulam-Kochi

January,2013

Worked as office In charge

Job Responsibilities

- Operational Duties, Administrative Duties and Procedures.
- Operational and Promotional Activities.
- Reporting & Analysis
- Creating & Implementing Marketing activities
- Discovering new opportunities
- Promotional Activities.

Extracurricular Activities

Represented the college as the University Union Counselor (UUC)
Associate Editor for the College Magazine
Chief Coordinator for intercollegiate Management fest

Education

Bachelor in Business Administration (BBA) Mahatma Gandhi University, Cochin, India. Board of Higher Secondary Examination Government of Kerala 2011	2014
Secondary school Leaving Certificate Government of Kerala	2009

Technical Skills

Designing Tools: Microsoft office, Adobe Photoshop, Microsoft Excel , Tally

Trainings Attended

Marketing Communication & Advertising - Management Development Program
Symbiosis Institute of Business Management, Kochi, India
Career Development & Marketing Management Program
SCMS, Cochin, Kerala
Travel Retail Management
Rajagiri School of Management, Cochin, India

Personal Details

Date Of Birth	17 th Feb 1994
Marital Status	Married
Languages Known	English, Hindi, Malayalam, Tamil
Nationality	Indian
Permanent Address	"Pullickal House 15/1544,Nazareth Kochi-682002
Passport Details	M1718749
Personal Interests	Music, Sports and Traveling.