

Treesa Arunima K S [MBA (*Finance & HR*), B.com (*Finance & Taxation*), with 10 months Experience]

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High energy budding professional seeking entry level assignments with a dynamic organization

PROFILE SUMMARY

- HR Executive at Muthoottu Mini Financiers LTD.
- Organizational exposure of one month Project at Ernakulam Regional Co-operative Milk Producer's Union Ltd., Tripunithura (MILMA) in Employee Welfare, Recruitment, Profile sorting and Documentation.
- Organizational exposure of One month, Organization Study at Cochin Port Trust in HR documentation.
- Completed Master of Business Administration from Kerala University Of Fisheries And Ocean Studies (KUFOS).
- An effective communicator with Interpersonal and Presentation skills.

CORE COMPETENCIES

Presentation skill, Multi-tasking, Conflict management, Employee Welfare Management, Problem solving, Initiative, Team player

ACADEMIA

- Completed Master of Business Administration from Kerala University Of Fisheries And Ocean Studies (KUFOS), Panangad, 2017 with 69%
- Bachelor of Commerce (B.com), Sacred Heart college, Thevara 2015 with 85%
- Higher Secondary (12th), Commerce Maths Group, St. Theresa's Convent Girls Higher Secondary School, Ernakulam 2012 with 90%
- Secondary School Leaving Certificate (10th) , St. Mary's C.G.H.S.S, Ernakulam, 2010 with 80%

PROFESSIONAL EXPERIENCE

- **Muthoottu Mini Financiers PVT.LTD**, Corporate Office, Kaloor, Cochin Oct 2017-
HR Executive
 - Payroll Processing and Exit Procedures of All Heads.
 - Assist In Recruiting The Candidates.
 - Assist In the Managed Leave and Attendance.
 - Handling Disciplinary Actions.

ORGANIZATIONAL EXPOSURE

MBA Dissertation

Title: Satisfaction Level Of Employees Towards Welfare Measures: A Case Study Of Ernakulam Regional Co-operative Milk Producer,s Union Ltd.,Tripunithura”.

Company: Ernakulam Regional Co-operative Milk Producer’s Union Ltd., Tripunithura (MILMA)

Period: 2nd May 2017 to 31st May 2017 (1 months)

PROJECTS

B.com Project

Title of Main Project: Impact of Mobile Phones among College Students in Cochin City with Special Reference to Colleges under MG University.

Period : 1st September 2014 to 28th February 2015

IT SKILLS

Operation system & Application: Windows OS, Microsoft office package (Excel, PowerPoint, and Word)

POSITIONS OF RESPONSIBILITY

- Member of the Organising Committee of Waves 2K15, Management Fest (MBA),2015
- Event coordinator of WAVES 2K16, Management Fest (MBA),2016
- Participated in the Conference on Energy Management and Energy Sustainability at KUFOS on April 2017
- Participated in Fudicious 2015 Inter Collegiate Management fest, Organised by Mar Thoma School Of Management Studies, 2015

PERSONAL INFORMATION

Date of Birth: 30th April, 1994

Languages: English, Malayalam, Hindi

Interest: Dancing, Cooking

Parents: Mr. Sebastian K A and Margret Sebastian

Address: Kadeparambil House, Ponjikkara North, Mulavukad PO, PIN-682504, Kerala, India

REFERENCE

Name: Prof. Dr. V Ambilikumar

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