



NEETHU JOLLY

Phone: **9495832509**

Email: **neethujolly9@gmail.com**

CAREER OBJECTIVE

Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

PERMANENT ADDRESS

Vembilly House

Flat no: 52 Anugraha
Apartments near Asram
School Perumbavoor
Ernakulam Dist, kerala

Pin: 683542

LANGUAGES KNOWN

English, Malayalam, Hindi

WORK EXPERIENCE

- Works as an HR executive cum office admin for SILVAN TILES GALLERY from May 2018 onwards, handling all the HR activities of the branch situated in Aluva.

ACADEMIC PROFILE

- Pursuing **MBA with Human Resource Management** as specialization in Management and Technology, Perumbavoor affiliated to Mahatma Gandhi University.
- Degree in **BSC Computer Science** from Jai Bharath Arts and Science College, in the year 2015.

PROJECTS UNDERTAKEN

- Main project entitled 'A Study on **Employee Grievance Handling**' at NIRAPARA during **Post graduation. Organizational study of Fruitoman's Pvt Ltd Ernakulam** was conducted as part of MBA curriculum. Project duration was 1 month.
- Main project entitled '**Kerala Tourism Website**' at **Info Park Koratty** during **Graduation**.
- Mini project entitled '**KSEB ONLINE PAYMENT**' at LCC Aluva.

TECHNICAL PROFICIENCY

Computer basics, MS Office.

STRENGTHS

Communication skills, Team player, positive attitude, adaptable, motivator, ethical decision, Helpful.

AREAS OF INTEREST

Administration
HR management
Training and Development

PERSONAL PROFILE

Father's Name : V D JOLLY

Mother's Name : SIBI JOLLY

Date of Birth : 9th August ,1994

Gender : Female Nationality :

Indian

Hobbies : Listening to Music,
Outdoor games, Singing and
Dancing.

LinkedIn:

<https://www.linkedin.com/in/neethu-jolly-975434155>

EXTRACURRICULAR AND ACHIEVEMENTS

- Secured 1st position in 'Me DB' in the event KALKI Fest 2017.
- Secured 1st position in **Semester II**, Group Activity in MBA.
- Delegate in the **Nature Awareness Camp** organized by the Kerala Forest Department at Vazhacchal.
- Attended 'UNARUKA- Conference to promote Innovation, venturing and Entrepreneurship' conducted by Calicut Management Association at IIM Kozhikode.
- Participant in "HR GAME" in the event **SIMTHESIS 10.0(NATIONAL LEVEL MANAGEMENT FEST)** 2017.
- Participant in 'QUIZEEKA' in the event KALKI Fest 2017.
- Main Coordinator of **COURSE COMPLETION CEREMONY** held in MCMAT.
- **SPORTS CAPTAIN** in MCMAT.
- **SCHOOL CAPTAIN** in 12th Standard.

REFERENCES

- Mrs. Sabitha S – Asst. Professor & PRO of MCMAT.
Mob- 9388475376
- Mr. Noufal K.P – Branch Manager, Sylvan Til Gallery Aluva.
Mob - 9562444465

DECLARATION

I hereby declare that the information furnished above is correct to the best of my knowledge and belief.

NEETHU JOLLY

