

**LIYA MATHEW**

***FRONT OFFICE MANAGER***

9.5

6

**Adaptive**

**Hard Working**

9

6

**Personal Skills**

Ability to work independently and in a group

**Punctual**

**Easy learner**

Listening& Observation

Co- ordination

2012-

2012-2015

8

2015 -2017

**Educational Qualification**

To secure the job in the Finance or Operations sector in your organization which could help me to improve my interpersonal skills and deliver my potential financial analysis and strategic implementation of the new approach towards the development of the company

**Career Objective** oooooObjectiveObjective

**Paimballykkunnel (H) Elappally PO Moolamattom**

Hobbes

**Work Experience**

MBA (Finance and Operations) – AMITY UNIVERSITY

Bachelor of Business Management- MG UNIVERSITY

Plus Two (Commerce)

Good Communication

Present

 **liyamathew1995@gmail.com**

 **8547579101**

Straight Forward

**Languages Known**

Malayalam

English

**Project and Key Learnings**

* I did my internship in Coco-Cola. My project topic was “Customer Preference at Coca- Cola”.

Working in St. Joseph’s Hospital Manjummel as a Front Office Manager. (From March 2018)

8 Months of experience in TATA AIA LIFE as a “Life Planner”.(From 2016 December – 2017 July)

* The duration of internship was 2 months.
* The intensive experience taught me a lot about various customer preferences and promotional strategies.
* I got a chance to interact with people.

**Technical Skills**

* M S Word
* Excel
* Power Point

**REFERENCES**

1. **Fr. Godwin Themothy (** Director of St. Joseph’s Hospital Manjummel)

Contact No: 8089907599.

1. **Mr. Joby Chacko**( Administrator of St. Joseph’s Hospital Manjummel )

Contact No: 9037037660

**DECLARATION**

I, hereby declare that information furnished above is true to the best of my knowledge.

 **LIYA MATHEW**

**PLACE:**

**DATE:**