



Madavana Puthan Veedu  
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## OBJECTIVE

To use the best of my skills for the betterment of the organization I work in, thereby gain professional satisfaction and a prosperous career that will allow me to expand upon my education and continue to accumulate knowledge.

## EDUCATION

Course	Institution	Board/University	Year of passing	%Mark
MBA	Ilahia College Of Engineering And Technology, Muvatupuzha	MG University	2017	72%
B.Com	St.Albert's College,Ernakulam	MG University	2015	85%
PLUS TWO	Don Bosco Senior Secondary School Vaduthala,Ernakulam	ICSE/ISC	2012	72%
SSLC	Rani Matha Public School	ICSE/ISC	2010	73%

## EXPERIENCE

- Worked as HR recruiter in PANACEA DESIGN SOLUTIONS(IT Dept.)(2 months) (22<sup>ND</sup> FEB 2017 -19<sup>th</sup> MAY ,2017)
- Experience in resume sourcing.
- Experience in IT Recruiting (Java developer, Core Java ,AWS Cloud,IOS developer, Android developer).
- Got a very good exposure with regard to the IT field and its sectors.
- Currently working in SANTA MONICA STUDY ABROAD PVT LTD as Business Development Executive(30<sup>th</sup> October 2017- Till now ):

### **Roles and Responsibilities :**

1. Creating leads and databases for the company through taking up seminars. and also coordinating the Ads for the newspapers as well as for the branches .
2. Looking after the educational loan and providing the details to to the candidate and getting follow-ups regarding the same.
3. Coordinating the educational expos.
- 4.Dealt with a new project named “ Study in India” wherein attending expo organized by different agencies and also by the state governments and studying the market analysis that is suitable for the company.
5. Representing Santa Monica Study Abroad Pvt. Ltd for expos and other educational events.
6. Looking after the digital media (Facebook, Whatsapp..)

## PERSONAL STRENGTH

- Team Player
- Management skills
- Dedicated to improving skills
- Self-motivated
- Believe in team work and like to work in a team.

## INDUSTRIAL INTERACTIONS

- Internship in “**Syndicate Bank** “,on **The Financial Analysis** (1<sup>st</sup> April,2017-31<sup>st</sup> May 2017).
- Conducted an **Organisation study** at Sterling Gases Ltd. At Ambalamughal.
- Conducted a **project** in “ **Spending habits of youth in kochi city** “ during graduation.

## ACHIEVEMENTS

- Received best student moral science award in 2012.
- Participated and achieved A grade for Western music in All Kerala ICSE/ISC meet.
- Participated and achieved first prize in light music Malayalam and English solo in school youth festival.
- Moral Science award for best student in 2010.
- Secured A grade for western music conducted at State level ICSE competition.

## COMPUTER SKILLS

MS OFFICE

## PERSONAL INTEREST

- Listening music.
- Reading.
- Playing badminton.
- Dancing.
- Loves visiting and traveling new places.

## PERSONAL DETAILS

Date of Birth	: 20-03-1994
Age	: 24
Nationality	: Indian
Religion	: Christian
Gender	: Female
Marital Status	: Single
Father	: Louis M.V
Mother	: Mareena Louis
Languages Known	: English, Malayalam, Tamil and Hindi
Hobbies	: Interacting with people, Dancing, listening music and traveling
Current Location	: Ernakulam

## REFERENCE

Ms. Jaya SreeKumar  
COO, Salve Maria International  
Mobile No : 9500340404

## DECLARATION

I do here by declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Ernakulam

Date: 05-06-2018

TANIYA LOUIZ