

RESUME

MRS. ANUPA THOMAS
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CAREER OBJECTIVE:

To be a part of a organization where in my skill sets are utilized in the most proficient manner and dedicated to take up the opportunities for the progress of the organization and myself.

EDUCATIONAL QUALIFICATION:

COURSE	COLLEGE	YEAR OF PASSING	PERCENTAGE
Master of Business Administration(Finance and Human Resource)	ST. Aloysius College, Mangalore	2013	71%
Bachelor of Business Management (HR)	St. Philomena's College, Mysore	2011	71%
PLUS TWO	St. Joseph's GHSS, Changanasserry	2008	79.5%
SSLC(CBSE)	Clemis School	2005	79.8%

CURRICULUM PROJECTS:

- **Type:** MBA Business Consultancy Project for 2 Months
Company Name - Karnataka Bank Ltd, Mangalore
Title: 'A study on Prevalence and Prevention of Frauds in Banks'
- **Type:** MBA Summer Internship Program for 2 months
Company: Malayala Manorama Co Ltd, Kottayam
Title: 'Effectiveness of Employee Benefits Provided By the company and Its Impact on Employee Morale'

WORK EXPERIENCE:

- **.COMPANY NAME: JUBILANT FOOD WORKS LTD [DOMINOS PIZZA]**
 - **DESIGNATION:** ASSISTANT GUEST DELIGHT MANAGER (OPERATIONS)
 - **TIME PERIOD:** JUNE 14, 2013 TO DECEMBER 20, 2013

➤ **. COMPANY NAME: AHALIA FOUNDATION EYE HOSPITAL**

- **DESIGNATION:** EXECUTIVE (Secretariat of Medical Administration)
- **TIME PERIOD:** MARCH 6, 2014 TO AUGUST 26, 2017

➤ **. COMPANY NAME: JAKES SNACKS AND FOODS PVT LTD(LISO CHOCOLATIER)**

- **DESIGNATION:** JUNIOR ADMINISTRATION OFFICER
- **TIME PERIOD:** OCT 16, 2017 TO JAN 6, 2018

TECHNICAL SKILLS

MS Office: MS Word, MS Excel, MS PowerPoint, MS Outlook

SOFT SKILLS

- Good communication skill
- Good Team Player
- Problem Solving Skills
- Adaptability

LINGUISTIC PROFICIENCY

Languages	Read	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	

PERSONAL DETAILS:

Marital Status : Married
Date of Birth : 14 July 1989
Hobbies : Listening to Music, Travelling, Gardening

DECLARATION

I hereby declare that the all the information's furnished above are true and correct to the best of my knowledge and belief.

DATE: 01.12.2018
PLACE: Kottayam

Anupa Thomas