**Mary Alin Manuel**

**Mail id :** [**maryalinmanuel22@gmail.com**](mailto:maryalinmanuel22@gmail.com) **Mob : 8281670558**

Professional Summary

A hard working and committed individual who is able to work well as part of a team as well as under own initiative. Has excellent communication skills and able to cooperate with colleagues and customer in a professional manner .Trustworthy and reliable and able to follow instructions to maintain a high work output with great accuracy and efficiency.

Core Competencies

* Highly Motivated and Inspiring
* Smart appearance
* Punctual and Dedicated
* Sincere and Trustworthy

Professional Experiences

* **Career Advisor in Santa Monica Study Abroad Pvt Ltd.**

**July 2017 to Oct 2018**

**Responsibilties :**

* Help the students to choose their career and give them proper information regarding their needed requirements for their abroad studies plan.
* Get them the right course and college in the dream place .
* **Communicative English Faculty**

**June 2016 to Feb 2017**

**Responsibilities :**

* Help the student to improve their confidence and get rid of stage fear and to speak fluently.

Education

* MBA in Human Resource Management (MG University 2016)
* BSC Tourism and Hospitality Management (Madurai Kamaraj University 2014)

Training Experience

* 45 days training in Travel Masters India Corporation.Chennai.
* 45 days training in Thomas Cook.Calicut.

Computer Proficiency

All windows operating systems – MS Office.