



Archa Raveendran

Kelammattu (H)
Vazhapally(P.O)Changanacherry
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PERSONAL DETAILS

Date of Birth : 18 January 1995
Gender : Female
Marital Status : Single
Religion : Hindu
Caste : Vishwakarma
Nationality : Indian

AREA OF INTEREST

- ✓ Administration
- ✓ Management
- ✓ HR

HOBBIES

- ✓ Singing

COMPUTER KNOWLEDGE

- ✓ MS Word
- ✓ Microsoft Office
- ✓ MS Powerpoint

LINGUISTIC PROFICIENCY

	Re	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	x

CAREER OBJECTIVE

To build a career with a leading firm with a challenging work environment which will help me to utilize my negotiation, convincing and team management skills in the field of HR and administration and utilize my potential for the maximum benefit of the organization.

EDUCATIONAL QUALIFICATION

Year	Course	University/ Board	Percentage
2017	MBA	St. Berchmans College, MG University	-
2015	BBA	MG University	85%
2012	Higher Secondary	NCERT	67%
2010	SSLC	NCERT	82%

PROJECTS UNDERTAKEN

- ❖ 3 day Big bazaar internship programme for the big days
- ❖ Reliance internship programme for 4 days
- ❖ Industrial visit to Hindustan News Print Ltd, Ernakulum
- ❖ A project was conducted on the topic "A Study On Job Satisfaction" on Urban Co- operative Bank,Ltd
- ❖ A research paper done on topic "An study on the impact of training and development against the resili-scense on economic crisis of the company"
- ❖ 2 months internship done at Delex Cargo India Pvt Ltd Bangalore

SKILLS

Quick learning ability
Good decision making
Good time management
Good Team Player

SEMINARS & WORKSHOPS

Induction programme was conducted by BIMS (SB college) for the career development

- Attended a National conference on **"Vuca World"** conducted by BIMS (SB college) changanacherry, 2016
- Conducted a seminar on the topic **"Performance Appraisal", 2013**
- Attended National Conference **At XIME** on **"Leadership"** Kochi
- Attended a seminar on the topic **"Entrepreneurship"** by **Kochouseph Chitilappally, V-Guard Group**
- Seminar on the topic **"Motivation", 2014**
- Attended a seminar on the topic **"Financial Budget"** by **Mr. Thomas Isaac**
- Seminar on the topic **"JOB SATISFACTION", 2015**
- Attended a National Conference on topic **"Leadership Skills"** on BCM College conducted by Asian School of Business.

ACHEIVEMENTS AND EXPERIENCE

- Student in charge of the Best Management Team for **Berchnova 2k15** organized by BIMS (SB college), 2015
- Participated in Marketing Event organized by MACFAST, Thiruvalla, 2016
- Student in charge of the marketing event for **Berchnova 2k16** organized by BIMS (SB College), 2016

Worked as Client Relationship Officer at YESBANK

REFERENCE

Ms Annie Chacko
Asst. Professor, Dept of Management Studies,
Berchmans Institute of Management Studies

AFFIRMATION

I, ArchaRaveendran, hereby affirm that the information provided afore is accurate and valid, to the best of my knowledge and belief and I hold myself responsible for the correctness of the content, mentioned herein

Place:

Date:

(ArchaRaveendran)