

NEEMA THAYYIL

Management Trainee



PERSONAL INFORMATION

Address:

Thayyil House, Annanad PO,
Chalaky, Thrissur, 680309

Phone:

8281840028

Email:

neemathayyil9@gmail.com

STRENGTHS

- Determination to learn
- Easy to adapt new environment
- Hard worker and ability to work in a team
- Ability to manage time
- Good patience and High responsibility
- Optimistic, friendly and helpful

INTERESTS

- Travelling
- Cooking
- Gardening

LANGUAGES KNOWN

- English
- Malayalam

An efficient self starter with 2.6 years of experience. Action oriented with strong ability to communicate effectively with employees, customers and management. Looking for a career progress in HR industry by joining an exciting and ambitious company that rewards ability and hard work.

WORK HISTORY

05/2018-Present **Management Trainee** (Kerala Feeds Ltd-Thrissur,Kerala)

- Responsible for working alongside managers and accepting delegated responsibilities and duties for the effective working of the organization
- Build credibility with customers to facilitate communication and respond to concerns.
- Delivering customer orders as per schedule etc.
- Proper maintenance of reports and records.

11/2014- 02/2016 **Associate in Operations** (Exl Services Pvt Ltd,Cochin,Ernakulam)

- Establish and carry out departmental or organizational goals,policies and procedures.
- Manage general activities related to providing services like application processing which includes flipping, prepping, processing and finally quality check.
- Train new employees regarding the application processing

INTERNSHIP

03/2012(28 Days) **Customer Service** (Mumbai International Airport)

EDUCATION

06/2012-05/2014 **Master of Business Administration** (MG University Kottayam)

06/2007-05/2010 **Bachelor of Computer Application** (MG University Kottayam)

06/2005- 03/2007 **Plus Two** (Kerala State Board)

06/2004- 03/2005 **S.S.L.C** (Kerala State Board)

CERTIFICATIONS

- Diploma in IATA-UFTAA CONSULTANT Course
- Airport Management

ACIEVEMENTS

Received Extra Miler Award for the commitment and contribution towards work, from EXL Services Pvt Ltd.

DECLARATION

I hereby declare that the above details are true and correct to the best of my knowledge and belief

Place:

Date:

NEEMA THAYYIL