

RESUME

Name:

NINU T.K



Mob : 9562406224

e -mail: ninukuriakose333@gmail.com

Permanent Address: Thuruthummel (H), Njaralloor, Kizhakkambalam P O, Ernakulam, Pin 683562

OBJECTIVE:

To seek a position in a reputed company where I can execute my knowledge and Ability.

EDUCATIONAL QUALIFICATION:

Course	Name of the institution	Board	Year of passing	Percentage of mark
SSLC	St Mary's H.S.S. Morakkala	SSLC	2009	89%
Plus Two	St Mary's H.S.S. Morakkala	State	2011	77%
Degree Bsc Electronics	BPC College, Piravom	MG University	2014	60%
MBA Finance & Marketing	DCSMAT, Vagamon	MG University	2016	60%

EXPERIENCE :

❖ Administration manager at Beta Healthcare Products Pvt. Ltd.

1st April 2018 to onwards

- Office Administration
- Export and Import
- Human Resource Management
- Customer Communication
- Cash Book

❖ Marketing Manager at Beta Healthcare Products Pvt. Ltd.

16th January 2017 to 30th January 2018

- Administration, Back Office Works
- Email Marketing
- Tele Calling Marketing
- Lead Generation
- Govt. Tender Participation
- Trade Sites – Alibaba.com & TradeIndia

COMPUTER/TECHNICAL SKILLS:

Languages: C Programming

Operating Systems: Linux, Windows XP, Windows 7,8,10

Tools: Microsoft office, Tally

COLLEGE PROJECTS :

Project at KEL Mamala

Organization study at Anna Aluminium Pvt.Ltd,Kizhakkambalam

Electronic Voting Machine using Microprocessor8051

PERSONAL DETAILS :

Date of Birth : 12/01/1994
Father's Name : T. V. Kuriakose
Sex : Female
Marital Status : Married
Nationality : Indian
Language Known : Malayalam, English
Spouse : Cibi Paul
Mother's Name : Seena K C

EXTRA CURRICULUM ACTIVITIES :

- Active member in NSS
- Actively coordinated college fest
- Participated in cultural activities
- Participated in Adventure Camp
- Active member of marketing and advertising club in college
- Active member in Scout & Guide

DECLARATION :

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Kizhakkambalam

Date:

Ninu T K