

TANIA MARY JACOB

Communication Address:

Tania Mary Jacob
Nayathuparambil(H),
Amalagiri P.O
Kottayam
Kerala State. Pin code: 686016.

Mobile: +91-9061784594
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Academic Achievements:

- ❖ **Master of Human Resource Management (MHRM)** from Mar Augusthinose College Ramapuram with an aggregate of 84%
- ❖ **Bachelor of Business Administration** from Marian College, Kuttikanam With an aggregate of 74%
- ❖ **+2 Kuriakose Elias English Medium School (CMI)** with an aggregate of 89% in 2015.
- ❖ **SSLC** from Holy Cross Higher Secondary School with an aggregate of 78% in 2012

Personal Particulars:

Name : Tania Mary Jacob

Father's Name : Jacob Mathew

Mission Statement :

To take up challenging assignments in a place where professionalism and enthusiasm are recognized & appreciated where I can put my ideas into reality and provide my best service for the growth of the organization.

Career Summary :

- Fresher

Internship:

- Done one month internship programme on Employee Remuneration at Mangalam Publication Pvt.ltd Kottayam.

PROJECT:

- Done one month online project at CIPLA about Employee Performance Appraisal

KEY SKILLS

- Communication skill and people management skill
- Sound knowledge in the hiring process
- Presentation skill
- Leadership skill

Strengths:

- Self-confident
- Self-motivated
- Punctuality
- Good supporter

Trainings Undergone:

- Attended Personality Development Programs

Awards and Achievements :

- Participated in NSS International Program

Date of Birth : 1.17.1997

Gender : Female

- Coordinator of college program (fresher's day)
- Attended seven day rural camp conducted by NSS
- Coordinator of blood donation camp
- Serviced as NSS volunteer for 2 years during the degree

Language proficiency:

To Write To Speak

English English

Malayalam Malayalam

TECHNICAL SKILLS :

- Presentation skill
- PowerPoint
- Ms word

Reference :

- Name: Arun George Joseph
- Designation :Assistant Professor ,
Marian college kuttikkanam ,
Contact no: 9846519772

Declaration :

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

25/6/2021

TANIA MARY JACOB