

CURRICULAM VITAE

REEMA ROBERT

Pulikkottil House

Palayoor North

Chavakkad P O, Thrissur, Kerala

India – 680506

Email: thakkuduponnu123@gmail.com

Contact- +916282356087

PERSONAL DETAILS

Name	: Reema Robert
Gender	: Female
Marital Status	: Married
Language Known	: Malayalam, English
Citizenship	: India
Date of Birth	: May 30, 1990
Present Address	: Pulikkottil House Palayoor North Chavakkad P O Thrissur, Kerala, India – 680506

EDUCATIONAL QUALIFICATION

BCA from Bharatiar University

MCA from Bharatiar University

MBA-HR from Annamalai University

COMPUTER LITERACY

MS Office, C, C++, VB and VB.Net, Flash and Photoshop

WORK EXPERIENCE

Total Work Experience: **5 years**

Company	Position	Year
Amala Institute of Medical Sciences, Thrissur	PRO	March 2014 to May 2015
NIFE, Thrissur	Student Counsellor (BDM)	April 2016 to May 2017
St. Francis School, Palayoor, Thrissur	Teacher	June 2017 to March 2019
Golden via visa documentation company	HR Manager	June 2019 to till date

DUTIES AND RESPONSIBILITIES

1. Dealing with the Students.
2. Studying performance of the students and motivate them.
3. Conducting various online exams in Prometric
4. Provide overall direction to the library internet users.
5. Clarify the doubts of students in doing different presentations.
6. Circulation of books in library.
7. Monitor public opinion about an organization or particular issues.
8. Advise management on policy issues and communicate strategies.
9. Conduct internal communication courses, workshops and media training.
10. Evaluate communication activities and recommend future actions.
11. Liaise with the public and respond to inquiry.

REFERENCES

- **Mr. MAJU ABRAHAM**
Area sales manager
NIFE, Ph - +91 9388963737
- **ANANDHU KRISHNAN**
Branch Manager
Golden via visa Documentation Company, Ernakulam
ph- 9567017333

PERSONAL STRENGTH

Positive attitude, Dedicated, Friendly, Energetic & Self-motivated, dynamic in group/industrious and quick grasping ability, good in teaching, leadership and counselling ability and also very helpful to others.

DECLARATION

I hereby confirm that the above furnished details are correct to the best of my knowledge and do my job with greater sense of responsibilities.

Place: Chavakkad
Date: 20/10/21

Reema Robert