

# CURRICULUM VITAE

**LEENAA S**



Vrindhavanam, 2/83-A,  
Eroor North, Tripunithura,  
Kochin: 682306

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## OBJECTIVE

My goal is to become associated with an organisation where I can utilize my skills and sincere efforts to gain knowledge and experience in Admin, Human resource, Documentation or Quality Department. I want to pursue my career as the above said role in an organization that allows me to display my skills and knowledge and execute the job responsibilities in a prompt and efficient manner.

## EDUCATION

Qualification	Board/University	Year	Percentage
M.Sc Food Service Management & Dietetics	Indira Gandhi National Open University	Pursing	NA
B.Sc Nutrition & Dietetics	AIMAN College Of Arts And Science For Women, Trichy	2021	74.4%
HSC	RANEES Govt (G) higher secondary school, Pudukkottai	2017	61.91%
SSLC	RANEES Govt (G) higher secondary school, Pudukkottai	2015	90%

## RESEARCH/SEMINAR ATTENDED

Organisation	Date
National Seminar on NUTRACEUTICALS AND FUNCTIONAL FOODS, Indian Institute of Food Processing Technology, THANJAVUR	30.01.2019
National Conference on Emerging Techniques in Food Processing, Indian Institute of Food Processing And Technology, THANJAVUR	28.06.2019
Dr Mohan's International Diabetes Update Hotel 30 <sup>th</sup> January 2019 ITC Grand Chola Chennai.	28.07. 2019
National Seminar on New Vistas in Food Processing in Augmenting ENTERPRENEURSHIP, SEETHALAKSHMI RAMASWAMI College, TRICHY.	31.01.2020

## INTERNSHIPS/ WORKSHOPS ATTENDED

Location	Date
Internship attended in MEENAKSHI MULTISPECIALITY HOSPITAL, THANJAVUR	08.03.2021 – 22.03.2021
Workshop on Diabetes and Importance of Lifestyle Modification, ITC Grand Chola Chennai.(28th July 2019).	28.07.2019

## INDUSTRIAL EXPOSURE

Visit in National Research Centre for Banana, TRICHY

Visit in Indian Institute Of Food Processing Technology on Open day, THANJAVUR

## ADD ON QUALIFICATION

Completed four exams in Hindi conducted by DAKSHINA BHARATH Hindi PRACHAR SABHA

## IT PROFICIENCY

Operating Systems

- Windows XP/8/10

Office Tools

- Microsoft Office ( MS Word, MS Excel, MS PowerPoint)

## AREA OF INTEREST

- ☒ Communication
- ☒ Public speaking
- ☒ Drawing
- ☒ Documentation
- ☒ Presentation
- ☒ Social service

## KEY SKILLS

- ☒ Time management
- ☒ Displaying honesty
- ☒ Effective Communication
- ☒ Problem solving
- ☒ Public speaking
- ☒ Leadership
- ☒ Team player
- ☒ Preparing Presentation and documentation
- ☒ Excellent in verbal, written and digital communication
- ☒ Ability to learn and adapt new skills and methods at workplace
- ☒ Passionate to grow and excel through consistent and dedicated hard work

## LANGUAGES KNOWN

Language	Speak	Read	Write
Tamil	✓	✓	✓
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	X	✓	✓
Sanskrit	X	✓	✓

## PERSONAL PROFILE

Name : Leenaa S  
Date of Birth : 19.12.1999  
Gender : Female  
Marital Status : Unmarried  
Permanent Address : C/o Mr. Sugumaran J  
Vrindavanam, 2/83-A,  
Eroor North, Tripunithura,  
Kochi: 682306  
Hobbies : Cooking, Dancing , Music, Travelling

## REFERENCES

1. Mrs JASMIN UHANITHA M  
HOD, Nutrition & Dietetics,  
AIMAN College of arts and science  
for women,  
TRICHY- 620 021  
Mobile: +91 9865186839
2. Mr. SHAHUL HAMEED B  
Data Processing Assistant,  
O/o Deputy Director of Health  
Services,  
SANTHANATHAPURAM 6th street,  
PUDUKKOTTAI-622001  
Mobile: +91 9698166105

## DECLARATION

I hereby declare that all the statements made in this CV are true and complete to the best of my knowledge and belief.

Place: Kochi  
Date: 05.08.2021

sd/-  
Leenaa S