

# Reshma Jerome.

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## Objective

To be a part of an organization this used my skill and expertise in its process of growth and change, While giving me ample opportunity to learn and enrich my competence.

## Academic Details

**Fathima Mata Nation college. Kollam**

BA Economics, 72, 2019

**St Aloysius H.S.S. kollam**

Plus two, 89%, 2014

**St.Aloysius H.S.S . Kollam**

S.S.L.C, 91%, 2012

## Work Experience

**Alsalama school of safety studies. Trivandrum**

Academic coordinator, Jan 2021 - Dec 2021

Role : Provide guidance to students on academic goals and Educational issues.

coordinate all activities with faculties and management.

conduct webinar, seminar, and meeting with individuals and educational organizations to get new leads and admissions.

Manage all admission activities and faculty management.

prepare and maintain student records according to administrative regulations.

Assist students on course selection, job opportunity and placement.

Keeps good communication with faculties and students.

**Pratham PCS, C4career adda24\*7. Trivandrum**

Office administrator and student relationship officer., May 2019 - Mar 2020

Role : handling admission and converting new leads and enquiry into admission.

Managing office activities, such as filing, faulty management, conducting Examination and analyzing students performance and recording as soft copy.

keep records about all activities.

Coordinate all office activities.

keep good communication with students and faculty.

Takes appropriate actions in urgent situations.

**Project Details****Methodology and prospective of multi level marketing in India.**

The project was conducted as part of final year degree program. The project was about multi level marketing in India and its performance, profit margin, participants distributions etc...

Period : 6 months      Team Size: 6

Role : Team leader

**Field of Interest**

Office administration and front office  
Education

**Skills**

Good communication skill  
Office management

**Strength**

Makes good relationship with customers easily

**Hobbies**

Reading

**Reference****Sukanya rajendran**

HR manager

Alsalama school of safety studies

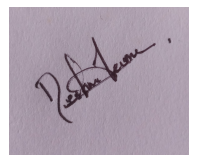
hr.alsalamatvm@gmail.com

**Declaration**

I Reshma Jerome here by declare that the above written particulars true to the best of my knowledge and belief.

Date : 08/01/2022

Place : Kollam



(Reshma Jerome.)