

Raveena S D

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Phone No: 9567349905,8281492413



Objective

To contribute to the development of the organization which I represent and serve while concurrently upgrading my skills and knowledge.

Technical skills

- Basic computer knowledge on work related environment.
- MS excel
- MS word

Achievements/Other Certifications

MS excel

Strength

- Possess a good communication and interpersonal skills, goal-oriented and ability to handle multiple tasks.
- Good analytical, time management and documentation skills.
- A resourceful and self-motivated professional with ability to work independently and as a team player.

Areas of interest

- Banking
- Administration
- Management

- HR

WORK EXPERIENCE

1.3 years experience as an HR executive in York Recruitment Healthcare and Technical, Kadavanthra. (February 2020-May 2021)

Academic Details

YEAR	BOARD/UNIVERSITY	INSTITUTE	QUALIFICATION
2020	Annamalaiuniversity (Distance Education)	Annamalai university	MBA (Pursuing)
2019	Mahatma Gandhi University	Baselius College, Kottayam	BBA (67%)
2015	Board Of Higher Secondary Examination, Kerala	St. Ignatius Higher Secondary School, Kanjiramattom	12th (86%)
2013	Central Board of Secondary Education	Varmas Public School, Vaikom	10th (80%)

Personal Details

Name : Raveena S D
Date of Birth : 21-08-1997
Religion : Hindu
Nationality : Indian
Marital status : Single
Address : Lakshmi Nivas, Padinjare muri
Udayanapuram

Vaikom P O
PIN : 686141

Declaration

I, Raveena S D, hereby declare that the particulars of information stated above are true, correct and complete to the best of my knowledge.

Place: Vaikom

Raveena S D