

# SUCHITHRA SUBHASH



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## SUMMARY

I'm an independent and self-motivated individual having good knowledge on Human Resource Management and Telecom Management concepts. I have a pleasant Personality. I'm looking forward to an opportunity to exercise my skills and knowledge so that I can work hand in hand towards the fulfillment of my Professional and Personal Goals.

## **EDUCATION & ACADEMIC RESULTS**

### **Master of Business Administration (2019-2021)**

Institute of Chartered Financial Analyst of India University, Tripura

Specialization: TELECOM MANAGEMENT

### **Bachelor of Business Administration (2014 – 2017)**

University Institute of Technology, Pirappancode, Kerala University

Specialization: HUMAN RESOURCES MANAGEMENT (from third semester)

Graduated with 69% (C Grade)

### **Higher Secondary (2011 – 2013)**

Sr. Elizabeth Joel C.S.I.E.M.H.S.S, Attingal.

Passed in Science Stream with 76%

### **SSLC, Tenth Standard (2011)**

ST: Mary's Higher Secondary School, Pala.

Passed with 74%

## **ACADEMIC PROJECTS**

- **Major Project:** Studied the EFFECTIVENESS OF TRAINING AND DEVELOPMENT, LEAVE BENEFITS, DISCIPLINARY MEASURES AMONG THE EMPLOYEES, OPERATIONS AND MARKETING TECHNIQUE USED at SIDCO, ESTATE ROAD, TRIVANDRUM.
- **Mega Project:** Studied the EMPLOYEE SATISFACTION ON THE LABOUR WELFARE MEASURES ADOPTED at KERALA KAUMUDI PVT. LTD, TRIVANDRUM.

## **ACHIEVEMENTS**

- First Runner Up in Quiz Competition held by Health Organization Group, Trivandrum Zone
- Scored 10<sup>th</sup> Position in the Entrance Exam conducted by NIIT out of total participants of 192 in our college
- Best Volunteer for 3 times in High School Level (School Disciplinary managing Captain)

## **LANGUAGES KNOWN**

- English
- Malayalam
- Hindi

## **COMPUTER SKILLS**

- MS Office
- MS Excel
- MS Word
- Typewriting and Computer Word Processing English (Higher)
- Typewriting and Computer Word Processing Malayalam (Lower)

## **SKILLS /STRENGTHS /COMPETENCIES**

- Excellent People Management Skills
- Ability to work well both in team as well as independently
- My loyalty and sincerity will be the key for my success.
- Confidence
- Able to work under teams and meet deadlines with ease and efficiency
- Willing to shoulder any responsibilities.
- Employee Engagement
- Team Managing capability
- Multitasking
- Decision Making, Conflict Management
- Adaptive to Change, Positivity

**PERSONAL DORSE**

Name : **SUCHITHRA SUBHASH**

Date of Birth : 8th March 1996

Gender : Female

Nationality : Indian

Marital Status :Married

State of Domicile :Kerala

**DECLARATION**

I hereby declare that above mentioned details are true and correct to the best of my knowledge and belief.

**Place: Trivandrum**

**SUCHITHRA SUBHASH**

**Date:**