



GOPIKA J.

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CAREER OBJECTIVE

To serve in a reputed organization in with an opportunity to implements my expertise and caliber to contribute into the consistent business growth of the organization and in turn my career development.

PERSONAL PROFILE

- *Reliable, patient and result oriented with a clear vision*
 - *Leading and dealing effectively with people at all levels*
 - *Proficiency in the usage of Computer software & active team player.*
 - *Ability to learn quickly and adapt to changing environments.*
- Time responsibilities*

PROFESSIONAL EXPERIENCE

KELTRON ECDL TVM- KERALA - INDIA

Keltron Knowledge Centre's are 'Centre's of Excellence' in Information Technology created with the specific intention of bridging the huge gap between Academic Institutions and the Industry, Partnered with ECDL. ECDL is an Institution of high renown and acclaim, you'll find the best training experience the world of Education has to offer. It is well known for our teaching faculty, which comprises full-time local and expatriate lecturers with a wealth of international experience to offer. The quality of the programmes has attracted students from all over – currently have students from all over Kerala and are also affiliated with various universities and companies that give students the option of international articulation. Its sterling reputation allows it to command strong collaborations with world class companies. ECDL training facilities is one of the best in the country, set within a new, state-of-the-art pleasant campus.

Position : **SRO CUM FACULTY**
Duration : **DEC 2017 - JULY 2018**
Company: **KELTRON ECDL**

Handle logistics ,supply chain and retail management classes for professional students.

Train them in different aspects of the curriculum.

Make them aware and train in logistics,retail management and supply chain methods and operations .

Conduct tests and seminars

Arrange and coordinate internships

work as per the management policies

Professional Training :

Project Title : Effectiveness of Employee Welfare Measures

Project Area : HR

Company : HOMCOM , Alappuzha

ACADEMIC QUALIFICATIONS

2014 - 2016 MBA in HR ,Finance

2009 - 2012 Bachelor of degree in Science (Physics)
T.K.M.M College -Alapuzha

2007-2009-HSE (H.S.S
Muthukulam -Alapuzha)

2008-SSLC (H.S.S Muthukulam -
Alapuzha)

LANGUAGE PROFICIENCY

English : Good
Hindi ; Good
Tamil : Good
Malayalam : Native

PERSONAL DETAILS

Place : Kollam,India
Date of Birth : 9/12/1991
Nationality : Indian
Marital Status : married

TECHNICAL SKILLS

- MS-Office
- Computer Internet and Mailing access
- Tally ERP

ACHIEVEMENTS

- Participation in class room exercises which consists of Stage Presentations, Seminars, and Group discussions.
- Won prizes various cultural events and programs at school and college level, Participated in arrangement of various seminars.

DECLARATION

The above furnished details are true to best of my knowledge and shall produce certificates upon request.

DATE :

PLACE : KOLLAM,KERALA

Yours faithfully,

Gopika .J