



TILMY MARIA CHACKO

Kottarathil (H) Kurumpanadom p. o Changanacherry, Kottayam.
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CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award - winning educational background, and ability to work well with people.

EDUCATION

- Mangalam College of Engineering, Ettumanoor** 2020
MBA (HR & SYSTEM)
- Assumption College, Changanacherry** 2017
BBA

EXPERIENCE

- Leora International Academy, Kottayam** 03/11/2020 - 30/10/2021
Office Administrator

TECHNICAL SKILLS

- Ms Office
- Basic Computer Knowledge
- Social Media Handling
- Analytical Skills
- Negotiation Skills
- Communication Skills
- Community Work

PROJECTS

- Performance Appraisal (HR)**
Wright International Aviation Management pvt ltd, Ernakulam
(1 Month)
- Employee welfare System (HR)**
Imphel Machines private ltd, Chengannur
(1 Month)

ACHIEVEMENTS & AWARDS

- Participated in National Paper presentation - Slow down of economy, Bishop speechly College for advanced studies , chingavanam.
- Participated in Training for IT TECHNOLOGIES FOR BUSINESS at AIC-IIT KOTTAYAM.
- Achieved Certificate in Economics for Competitive Exams , Assumption College, Changanacherry.

INDUSTRIAL EXPOSURE

- Wright International Aviation Management Ltd. Ernakulam. (BBA)**
- Highrange Rubber and Coir Products Ltd. Kottayam. (MBA)**
- Imphel Mechines Private Ltd. Chengannur. (MBA)**

PERSONAL DETAILS

- Date of Birth : 05/07/1996
- Marital Status : Single
- Nationality : Indian
- Hobbies : Music, Browsing
- Known Languages : English, Malayalam, Tamil

PERSONAL STRENGTHS

- **Enthusiam**
- **Creativity**
- **Patience**
- **Dedication**
- **Fast Learning**

DECLARATION

- I Solemnly declare that all the above information is correct to the best of my Knowledge.