

RESUME

Nithy Raj



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Personal Profile:

Age 24
Gender : Female
Nationality : Indian

Address:

Padinjarevettikulthil Piravom
Piravom PO Ernakulam
Kerala- 686664

Activities:

- Participated Onam trade fare program in college in one week
- Conducted training program for children in school
- Participated international conference 2018

Career Objective:

Seeking a position to utilize my skills and abilities in a firm that offers professional growth while being resourceful, innovative and flexible in the area of HR and marketing.

Working experience:

Customer Relationship Executive
Cordial Gramin Nidhi Ltd.

01/01/21- present

- Maintain customer relationship
- Coordinating office activities and operations
- Create and update data base
- Support bookkeeping
- Submit timely report
- Provided information about product and services
- Achieved the target
- Maintain the database of customer

Internship:

- TE Connectivity, Pune
- Big Bazar at Nucleus mall, Ernakulam

Academic Profile:

Post Graduation

2018-20 **Master Of Business Administration**
Toch Institute of Science and Technology,
Arakkunnam
KTU University
Percentage Secured : 71%

Under Graduation

2015-18 **Bachelor Of Computer Applications**
Nirmala Arts and science college, Mulanthuruthy
M.G University
Percentage Secured : 70%

12th

2015 +2

Fatima Matha Higher Secondary school, Piravom
Board of Higher Secondary Examination, Kerala
Percentage Secured: 73%

My strengths:

- Ability to deal with people diplomatically.
- Planning and Organizing.
- Willingness to learn.
- Hard working.
- Friendly in nature.

Linguistic abilities:

(R-Read, W-Write, S-Speak)

- English-R,W,S
- Hindi-R,S
- Malayalam-R,W,S

10th

2013

10th

Fatima Matha Higher Secondary school, Piravom
Board of Public Examination, Kerala.

Percentage Secured: 83%

Academic Projects:

- **ALTRUISM AND MEANINGFUL WORLK— MBA Main project**
This project help to employees who find work meaningful experience significantly greater job satisfaction
- **A STUDY ON CUSTOMER PERCEPTION TOWARDS ELECTRONIC FOOD ORDERING— MBA Mini project**
This project help to ordering food from website or other application
- **RAILWAY MANAGEMENT SYSTEM —BCA Mini project**
This project is developed in Visual Basic 6.0 language and Microsoft Access Database.
- **HR MANAGEMENT SYSTEM — BCA Main project**
This project is developed in PHP and Microsoft Access Database.

SKILLS:

Programming Languages:

- C

Operating System :

- Windows

Packages :

- MS-word, Excel, Power point

Database :

- SQL

REFERENCE:

Dr. Prof. Arun Chand – ToCH Institute of Science & Technology

Assistant Professor

Contact Number: 9656110840

Dr. George C Mathew – ToCH Institute of Science & Technology

Professor

Contact Number: 9447116444