



# SOBY BABU

## CAREER OBJECTIVE

- ✓ To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work technique.
- ✓ To pursue a demanding role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

## EXPERIENCE

### DL PUBLICATIONS

1<sup>ST</sup> MARCH 2021 – TILL NOW

#### HR Assistant

- Working closely with various departments, assisting the HR manager to understand and implement new policies and procedures.
- Analyzing the staff performance and taking corrective steps if any needed.
- Editing the Book Contents.
- Associating with Authors and their queries.
- Plagiarism Checking and intimating corrections to authors.

## EDUCATION

Course	Institution	University/ Board	Year	Percentage/ CGPA
<b>MBA</b> <b>[Finance &amp; HR]</b>	Sree Narayana Institute of Technology, Adoor Pathanamthitta	APJ Abdul Kalam Technological University [Kerala Technological University]	2019- 2021	<b>CGPA -</b> <b>9.2</b>
<b>BSc.</b> <b>Mathematics</b>	St.Stephen's College, Pathanapuram, Kollam	Kerala University	2016- 2019	<b>CGPA -</b> <b>8.379</b>
<b>12th</b>	St.Stephen's Higher Secondary School, Pathanapuram, Kollam	Board of HSE	2014- 2016	<b>85 %</b>
<b>10th</b>	Mount Tabor Girls High School, Pathanapuram, Kollam	Board of Secondary Education	2014	<b>98.79 %</b>

## CONTACT

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Koodal P.O  
Koodal, 689693  
Pathanamthitta Dist.  
Kerala,  
India

Date of birth: 12-09-98

Gender : Female

## LANGUAGE KNOWN

Malayalam

English

Hindi

## **TECHNICAL/IT SKILLS**

### Basics of MS Office –

- ✓ Word
- ✓ Excel
- ✓ PowerPoint

## **EXTRA ACTIVITIES**

### Serve as a cadet of Junior Red cross

- ✓ Obtained A , B , and C level certification of JRC;  
Indian Red cross Society

## **HOBBIES**

- Reading
- Drawing
- Craft Art

## **PROFESSIONAL QUALIFICATIONS**

- ✓ Extremely bright academic records with absolute performance consistency
- ✓ Thorough understanding of the fundamental principles of business administration and their practical usage
- ✓ Managerial qualities and skills to handle multiple teams and tasks simultaneously
- ✓ Able to handle both internal activities of an organization as well as the external dealing with customers, vendors, etc.

## **SKILLS**

- Ability to work under pressure and deadlines
- Good verbal and written communication skills
- Capable team player who can liaise with people at all levels
- Self-motivated and hardworking
- Flexible, Adaptable and open to change
- Ability to multitask and prioritise key tasks
- Can work on own initiative

## **OTHER COURSE CERTIFICATES**

### **I. Operations and Supply Chain Decisions and Metrics**

The University of Illinois at Urbana-Champaign  
[Completed on September 4, 2020]

### **II. Advanced Competitive Strategy**

Ludwig- Maximilians-Universitat Munchen (LMU)  
[Completed on August 1, 2020]

### **III. Analysis of Business Problems**

IESE Business School  
[Completed on July 26, 2020]

### **IV. Leadership and Emotional Intelligence**

Indian School of Business  
[Completed on June 10, 2020]

### **V. Firm Level Economics: Consumer and Producer Behavior**

The University of Illinois at Urbana-Champaign  
[Completed on June 5, 2020]