

CURRICULUM VITAE

RIA ANTONY



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CONTACT ADDRESS

Adichiyil House, Near Power House,
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India

PERSONAL DATA

Date of Birth : 31.12.1997

Age : 23

Sex : Female

Father : A.J. Antony

Nationality : Indian

Marital Status : Single

Languages known

English, Malayalam, Tamil

CAREER OBJECTIVE

To join in a professionally organized firm wherein I shall strive to bring a continuous record of accomplishment that will intensify both the image and performance of the organization, wherein I can also increase or develop my knowledge and career experience to an extended level.

EDUCATION

- Completed MBA in HR & Finance (2019-2021)
- B. Com in Computer Application
- 12th
- 10th

ACCOMPLISHMENT

- Enthusiastic and committed to maintain quality and efficiency.
 - An Optimistic person and fully self-confident.
 - A hardworking person with a strong sense of co-operation and strict adherence to discipline and dedication.
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EDUCATIONAL QUALIFICATION

Description	University/Institution Studied	% / Grade of marks (Year of Completion)
MBA in HR & Finance	Aarupadai Veedu Institute of Technology, Chennai	CGPA= 8.0 (2021)
B.Com Computer Application	KMEA College of Arts & Science, Aluva	68 % (2018)
12th	Toc H Public School , Vyttila	79% (2015)
10th	Toc H Public School, Vyttila	74% (2013)

WORK EXPERIENCE

- **Company** - Conduent Business Services India LLP
- **Designation** - Transaction processor
- **Duration** - Aug'18 to Jul'19
- **Profile** - Medical Insurance

- **Company** - Alcodex Technologies Pvt Ltd
- **Designation** - HR Intern
- **Duration** - September'2021- Present

- **Company** - Fujitsu Consulting India Pvt Ltd
- **Designation** - HR Pre Onboarding Co-Ordinator
- **Duration** - November'2021- Present

SKILLS

Software

- MS Office Suite
- MySQL
- Tally ERP 9
- Tortoise SVN
- Service Exchange

STRENGTH

- I consider self-confidence as my strength.
- Quick learner and ability to adapt to new challenges.
- Self-motivated and Hard working

DECLARATION

I hereby declare that the above mentioned information's are to the best of my knowledge and belief.

RIA ANTONY