



MAHIMA M

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Alayil Veedu Vilakkuvetto Po Punalur

OBJECTIVES

Aim to be an associate with a progressive organisation that gives me scope to update my experience, knowledge and skills in accordance with the latest trend and to be part of a team that dynamically work towards growth of organisation and gains satisfaction thereof.

EXPERIENCE

12/2021 - 1/2022

Management Trainee

At **Amrita Institute Of Medical science**

All activities pertaining to contract management, capital purchase ,PTC office in NPI Department

5/2021 - Present

Translator

At **Edtech**

Translating academic syllabus of high school and higher secondary from English to Malayalam

10/2021 - 11/2021

Project Intern

At **ICT Academy Kerala**

YIP 2021 Kerala government flagship programme on innovation

QUALIFICATIONS

8/2019 - 1/2022

Masters of Business Administration (MBA)

From **University Institute of Management, Punalur**

1/2016 - 5/2019

B.Com Commerce with Computer Application

From **University Institute of Technology, Yeroor**

PROJECTS

10/2021 - 11/2021

A quality of work life of employees in Solve Plastic Products Private Limited , Punalur

12/2018 - 2/2019

A study on the organisational structure and its effects on Employees with reference to Oil India Limited bharatheepuram

PERSONAL INFORMATION

Date Of Birth 19/05/1998
Nationality Indian
Religion Hindu
Marital Status Unmarried

ACHIEVEMENTS

2/2020

Participated in management fest
From **Institute of management in kerala**

12/2020

Participated in webinar
From **Kratigence, IIT Bhopal on how to start a career in data science**

1/2016

Apptis forward thinking English testing
From **ASAP- Kerala**

SKILLS

Technical Skills

MS Office

80%

Talky ERP 9

52%

Management Skills

- Team Management Skill.
- Communication Skill.
- Leadership Skill.
- Problem Solving Skill.

Communication Skills

- Malayalam**
Expert
- Tamil**
Intermediate
- English**
Intermediate
- Hindi**
Intermediate

INTERESTS

Tutoring
Traveling

Listening to music

REFERENCES

Request On Demand