



Minnu Suresh

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Objective:

To work with an esteemed organization offering potential for challenge and growth where I can utilize my educational and technical skills for further learning and advancement.

Academics

Course	Institute/College/ School	University /Board	Year of Passing	% of marks obtained / CGPA
MBA	Marian International Institute of management	MG University	2020	72
B.Com Computer Application	St. Mary's College Commerce and Management Studies Thuruthiply	MG University	2018	83
HSE	Govt. Pezhakkappilly	Board of Higher secondary Examination	2015	82
SSLC	Ebenezer High School Veettoor	Kerala State Education Board	2013	82

Additional Qualification/Certifications:

1. Digital marketing
2. SAP
3. Facebook certification

Life Achievements:

- Rajyapuraskar award in scout and guide

Personal strengths and competencies:

- Flexible
- Optimistic
- Confident
- Hardworking
- Time Management

Technical Competencies

- MS Office
- Tally Erp9
- Visual Basic
- HTML

Software /Hardware Exposure

- **Operating Systems:** Windows, Linux, Ubuntu
- **Languages:** C, C++
- **Package :** Microsoft Office

Professional Experience:

1. Internship (summer/winter)

- Name of the Organization: KKR Group of Companies (Nirapara),Okkal
- Role and Responsibilities: Human Resource Management
- Duration: 3 Months
- Achievements: Knowledge about the company

- **Brief details of projects**

Nirapara is a brand of rice and spice powders manufactured by the KKR group.

Established in 1976, the supplier company is located in Ernakulam, Kerala and is one of the leading sellers of listed products.

2. Organization

- Name of the Organization: AYURCARE, Palakkad
- Role and Responsibilities: Management Trainee, (Field sales)
- Duration: 6 Months
- Achievement/Learning: Working of the Organization and also gain knowledge about the Organization and learning about different ghadi aided ayurvedic products in Ayur care.

- Name of the Organization : New Fairmart
- Role and Responsibilities : Accounts
- Duration : 8 Months
- Achievement/Learning : learning about the all accounting activities and also learn about the so ware system.

- Name of the Organization : JDH Event Gears
- Role and Responsibilities : General Manager
- Duration : 1 year
- Achievement/Learning : Managing and coordinating all activities in the events.and know about the all clients like Wipro,Vijay Tv etc
 - Name of the Organization : Perumbavoor Enterprise
 - Role and Responsibilities : Accountant
 - Duration : 7 months (working)
 - Achievement/Learning : learning about Tally, GST Details and billing also accounting activities

Extra-Curricular Activities:

- Cooking
- Music
- Story writing
- Poem writing
- Reading novels
- Singing

Personal Profile:

Date of Birth : 07/05/1998
 Address for contact : Thonekkattu (H)
 Nellad P.O
 Nellad
 Pin Code 686669

Languages Known :

Language	speak	Read	write
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Tamil	Yes	No	No

References:

Anmariya
Assistant professor
St. Mary's college commerce and management studies
Thuruthipty
Perumbavoor
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Shinil Sebastian
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Marian International Institute Of Management
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