



# MARY LIYA SANTHIYAVU

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## OBJECTIVE

To objective a position of responsibilities that utilises my skills and experiences and keen to work in an environment where I can enrich my knowledge.

## EXPERIENCE

- **Zimblesoft**  
2022 - 2022  
Sales executive  
promote products and services to clients and negotiate contracts with the aim of maximising profits.
- **Child help foundation NGO**  
July 2021 - January 2022  
Telecalling  
take up and execute projects to promote welfare of the community they work with. They work to address various concerns and issues prevailing within the society. NGOs are not-for-profit bodies which means they do not have any
- **Aiyer Finance**  
2021 - 2021  
Office staff  
Create and implement financial policies to guarantee operational efficiency. Oversee the preparation and planning of budgets. Maintain records and receipts for all daily transactions. Ensure financial records are kept up-to-date with the

## EDUCATION

- **Issd(international school of skill Devolo**  
2022  
Hospital administration  
Pursuing
- **MG University**  
2019-22  
BA English literature  
Pursuing
- **Aasia bai higher secondary school mattanchery**  
2017\_19  
Plus two  
72%
- **Ccplm Anglo Indian higher secondary school**  
2017  
SSLC  
78%

## SKILLS

- Adaptability
- Customer service
- Emotional intelligence
- Problem solving
- Verbal communication

## LANGUAGES

- English Malayalam

## PROFESSIONAL SKILL

- Internet browsing and email corresponding