

## RESHMA ROY

@ reshmaroy443@gmail.com

9526790535

Chonedan House Perambra P.O 680689 , Thrissur district , kerala



### Objective

---

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

### Experience

---

- 1-11-2022 - **MERIDIAN TRADE LINKS, COCHIN JOB CONSULTANCY**  
VISA PROCESSOR
- \* Screening
  - \* Data entry
  - \* Recruitment
  - \* Coordination
  - \* Visa classification
  - \* Filing and documentation
- 01-04-2019 - 30-07-2019 **PKJ INTERNATIONAL , KINFRA PARK, KORATTY**  
ONLINE SALES ASSOCIATE
- \* Managing all online orders.
  - \* Co-ordinate incoming leads via emails , production information requests and live chat.
  - \* Include responding to item, and price enquires, shipping information.
  - \* Create procedures for emails and attending calls.
  - \* Create and manage online sales strategy with E-commerce, sending reminders.

### Education

---

- 2022 **Sahrdaya institute of management studies**  
Masters of business administration
- 2019 **Sahrdaya college of advanced studies Kodakara**  
B.com taxation
- 2016 **Deepthi hss Thaloore**  
Higher secondary education
- 2014 **Vijayagiri public school Astamichira**  
Central board of secondary education

### Projects

---

Study on employees perception of CSR, Job satisfaction mediating the role of Organisational Justice in Popular Hyundai (2022).

Effectiveness of online advertising (2019).

### Internship

---

Popular Hyundai from 1-08-2022 to 30-09-2022

## **Achievements & Awards**

---

- \* Won 1st prize in best management team (El merakedeo)
- \* Coordinated HR team focused on HR game .(Meraki 20-21)
- \* Participated in best investment team.( La casa de papel 2021)
- \* Coordinated in best management team .( New icons 2021)

## **Hobbies**

---

**Baking**

**Badminton**

**Melomaniac**

## **Languages**

---

English

Malayalam

## **Skills**

---

Interpersonal skills

Problem solving

Time management

Ability to deal with people

## **Reference**

---

**Mr.Rahul A R - "Sahrdaya institute of management studies "**

Professor

rahul@sahrdayasims.ac.in

9074919687

**Mrs.Divya - "Sahrdaya institute of management studies "**

Assistant professor

divya@sahrdayasims.ac.in

9526628896

## **Declaration**

---

**I hereby declare that the above information are true and correct to the best of my knowledge and belief**

Place:Perambra

Date:

Reshma roy

Signature