

## SREEKUTTY AK

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Anjilivelil House, Edakochi, Ernakulam Kochi - 682010



## EXPERIENCE

20/03/2023 - Present	IALM edge HR recruiter (Internship) Duties and responsibilities <ul style="list-style-type: none"><li>Screening and reviewing the resumes</li><li>Fixing the interview schedule</li><li>Posting various job openings in social media sites</li></ul>
12/12/2022 - 07/03/2023	Santa Monica Study Abroad Private Ltd Admission officer Duties and Responsibilities <ul style="list-style-type: none"><li>Lodging the students application</li><li>Checking the pending documents of the student</li><li>Clear the students doubts regarding the university and application</li><li>Checking the eligibility criteria of the students</li></ul>
07/06/2017 - 30/11/2020	Keyar Drug House Sales assistant Duties and Responsibilities <ul style="list-style-type: none"><li>Attending the customers and give them the right medicine according to the doctor's prescription</li><li>Clearing the expired medicines</li><li>Restocking the medical supplies</li></ul>

## EDUCATION

2020-2022	Marian Academy of Management studies, Kothamangalam MBA Finance and HR 67%
2017-2020	Sienna college of professional studies, Edakochi B.com Marketing 57%
2015-2017	SDPY HSS, PALLURUTHY Plus two Commerce CA 84%
2015	ST. PETER'S HSS, KUMBALANGHI SSLC 90%

## INTERESTS

Dancing

Badminton

## **LANGUAGES**

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Malayalam

English

## **INTERNSHIP**

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Ifortis corporate - Marketing and Sales (13/05/2021- 15/06/2021)