



MELITA RAJESH

Skills

- Effective Communication
- Team Work
- Microsoft Word, PowerPoint and Excel.
- Proficiency in English, Hindi, and Malayalam.
- Basic Understanding of Tableau and Orange.
- Interpersonal skills
- Attention to details
- Adaptability/ Flexibility
- Emotional Intelligence

Personal Information

I possess many skills that have been developed through my academic and personal experiences. I have demonstrated excellent determination and communication skills in my academic pursuits, always taking a thoughtful and analytical approach to my coursework and projects. I am able to effectively convey my ideas and actively listen to others to collaborate and achieve shared goals. I am highly motivated and eager to learn new skills and I am confident that my abilities will make me a valuable member of any team. Eager to contribute to the success of your organization.

Education History

• 10th Graduate:

Carmel CMI Public School, Vazhakulam (CBSE)
Batch 2018 - Percentage: (94%)

• 12th Graduate:

Nirmala Public School, Muvattupuzha (CBSE)
Batch 2020- Percentage: (92%)

• BA in Business Management (IPM)

Manipal Academy of Higher Education
Batch 2020-25



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@melitarajesh
<https://www.instagram.com/melitarajesh/?hl=en>

Activities

- Always one among the top 5 students in the class.
- Is an active member of the IPM Social Media Club. Mainly contributing to the department of content writing and graphics.
- Acquired certified courses from Coursera.

Certifications

- **Foundations of User Experience (UX) Design:**

<https://www.coursera.org/account/accomplishments/certificate/R6KG6JBA87Z6>

- **Digital Marketing:**

<https://trainings.internshala.com/s/v/3011427/135c2967>

- **Create and Design Digital Products using Canva:**

<https://www.coursera.org/account/accomplishments/certificate/HJA8VG3N9ZZ3>

- **Sustainable Fashion:**

<https://www.coursera.org/account/accomplishments/certificate/G7MEN2ZQXBN6>

- **Mind Control: Managing Your Mental Health During COVID-19:**

<https://www.coursera.org/account/accomplishments/certificate/8HRRZQLQYWDZ>

- **How to Turn an Idea into a Billion-Dollar Business:**

By Nas Academy and Ritesh Agarwal