

# JITHIYA ANCILY



**E-mail: -**

[jithiyaancily1998@gmail.com](mailto:jithiyaancily1998@gmail.com)

**Phone: -** +91-6238-39-8006

**Address: -**

Padamattummam House  
Panambukad, Vallarpadam P.O.  
Ernakulam  
Kerala, India  
PIN: 682504

**Date of birth:**

14-03-1998

**Sex:**

Female

**Nationality:**

Indian

**Marital Status:**

Married

## CAREER OBJECTIVE

To build career in a growing organization, where I get the opportunity to prove my abilities by accepting challenges to fulfill the organizational goal and climb the career ladder.

## WORK EXPERIENCE

1. Designation : International Student Advisor  
Company : Guidance Plus, Ernakulam  
Duration : December 2022 – Present  
Duties & Responsibilities: -  
As a counsellor, I understand and shortlist the students for various courses after verifying their certificates and advising them on the best academic possibilities. I Coordinate and communicate with students regarding such registration and academic documentation process. I have coordinated institutional student development and retention program for the parent's and student's guidance and offline lead generation.
2. Designation : Administrative Associate  
Company : Grand Prints, Ernakulam  
Duration : June 2019 – February 2020  
Duties & Responsibilities: -  
Understanding the customer requirement and providing clerical assistance for the accounts team and design team, such as organizing files, focuses on maintaining the office's budget and expenses, updating records, proofing the designs from the customer and administering company policy guidelines.

## ACADEMIC INITIATIVES

- Internship program at international model united nations as Campus Ambassador-One Month.
- Internship program at IFORTIS Corporate as HR Intern-One Month.
- Internship program at Shine projects as Marketing Intern-One Month
- Internship program at world viewer company as Marketing Intern-One Month.
- Internship program at Sidalceas Edu Tech company as HR Intern-One Month
- Internship program at KMAC as Talent Acquisition

## SUMMARY OF SKILL SET

- Fast execution of work
- Positive attitude towards any kind of work
- Quick Solution finder
- Good communication skill, Team Player

## LINGUISTIC SKILLS

### Speak:

English  
Malayalam  
Tamil

### Read:

English  
Malayalam

### Write:

English  
Malayalam

## SOFTWARE SKILLS

- MS Word
- MS Excel
- MS Power Point
- SPSS

## REFERENCE

### Mr. Hamison Lopez

HR Manager  
Guidance Plus, Ernakulam  
Ph: - +91-730-613-5727  
E-Mail: -  
[hrmanager@guidanceplus.in](mailto:hrmanager@guidanceplus.in)

### Mr. Arun Vincent

General Manager  
Grand Prints, Ernakulam  
Ph: - +91-9895-818-963  
E-Mail: -  
[grandoffset@gmail.com](mailto:grandoffset@gmail.com)

## CERTIFICATION

- INTERNATIONAL SYMPOSIUM ON "Workplace Transformation, A PEOPLE'S PROSPECTIVE" Organized by MBA programmer, Kochi Amritha Vidhyapeedam.
- Participate as Delegate in IMUN ONLINE CONFERENCE 56.0.
- Certificate of completion of EXCEL ADVANCE WORKSHOP, JS Academy.
- Participate DIGITAL SAKSHAR organized by Dubai port world (DP WORLD)
- Participate STOCK MARKET workshop conducted by shine projects.
- Attended financial management workshop conducted by shine Projects.
- Certificate of completion of financial modelling & candlestick pattern workshop, LEAPUP EDUTECH
- Certificate of 1-day Industrial Training at Achoor Tea factory
- Certificate of completion of personality development course, Shine projects
- Certificate of completion of mutual funds course, Shine projects
- Certificate of Best team performance awarded by St Teresas Collage
- Certificate of campus to corporate conducted by Sidalceas edutech
- Certificate of Suryanamaskar pledge by ministry of Ayush
- Certificate of participation of cyber awareness quiz conducted by Indian Cyber Crime coordination center

## ACADEMIC QUALIFICATION

<b>M G University- RAMS College, Kuzhuppilly</b> HRM & Finance	MBA	<b>2020-2022</b>
<b>M G University- St. Teresas College, Ernakulam</b> International Business	BMS	<b>2016-2019</b>
<b>St. Marys H.S.S, Ernakulam</b> 12 <sup>th</sup>	State	<b>2016</b>
<b>St. Marys H.S.S, Ernakulam</b> 10 <sup>th</sup>	State	<b>2014</b>

## DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Ernakulam

Date: 15/03/2023

JITHIYA ANCILY