

JITHIYA ANCILY



E-mail: -
jithiyaancily1998@gmail.com

Phone: - +91-6238-39-8006

Address: -
Padamattummal 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

- Designation** : International Student Advisor
Company : Guidance Plus, Ernakulam
Duration : December 2022 – June 2023
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.
- 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

Mr. Arun Vincent

General Manager
Grand Prints, Ernakulam
Ph: - +91-9895-818-963
E-Mail: -
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

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

DECLARATION

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

Place: Ernakulam

Date: 22/06/2023

JITHIYA ANCILY