



Karen Johny

MBA Student

Skills

- Project Management
- Digital Marketing
- Tally Prime
- Basic GST Filing
- Microsoft Office Suite
- Office Administration

Work Experience

Aug 2021- Jun 2022

Juspaid Private Limited, Kochi

Office Assistant

- Handling various IT related tasks and finding errors in the company website
- Maintaining and organizing records and files, bank reconciliation, 2B reconciliation, Tally billing and Payroll setting.
- Verifying user payments and other transactions.
- Bank reconciliation, Tally entries and debtors and creditor list creation in MS Excel
- Customer support

Certifications and Licences

- Project Management Fundamentals - IBM
- Project Management Essentials Certified - MSI
- Enterprise Design Thinking Practitioner - IBM
- Big Data Foundations(Level 1) - IBM
- Data Science Foundations(Level 1) - IBM
- Foundations of Digital Marketing - Google Digital Academy
- Marketing Tools: Digital Marketing Tools and Services - LinkedIn

Education History

2022 - 2024

Presidency University, Bangalore

- Master of Business Administration (HR and Marketing)

2018 - 2021

All Saints' College, Trivandrum

- Bachelor of Commerce (Travel and Tourism Management) **CGPA 6.3**

Completed my graduation in 2021 and I am pursuing my MBA with specialisation in Human Resources and Marketing from Presidency University, Bangalore.

Worked as an Office Assistant at Juspaid Private Limited, Kochi for 11 months.



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