



LITTA MARIYAT JACOB

Career Objective

To be associated with a progressive organization that gives scope to apply my knowledge and skills and to be part of a team that dynamically works towards the growth of the organization in short period

Contact



9496808600



littamariya@gmail.com



MANJADIYIL (H)

MANNARAKAYAM P.O

PONKUNNAM

PIN: 686506

Work Experience

○ MARY QUEEN'S MISSION HOSPITAL KANJIRAPPALLY

Designation -HR Trainee from Feb 2023- Till Date

Duties & Responsibilities

- Assist HR Manager for the recruitment and selection process and conduct interviews
- Attendance monitoring and regular inspection of all the nursing stations
- Take care of Facility Rounds on weekly basis and execute the corrective action plan
- Update staff record and take care of staff's requirements
- Conducting training programmes to improve the efficiency of staff
- Maintain staff benefits programmes and welfare activities.
- Preparation and filing of staff details for hospital's NABH accreditation
- Assist HR manager to for the implementations of HR policies

○ Kallor Electronics And Lighting Private Limited Mundakkayam (KELL)

Designation -Digital Marketing Executive from 2021
Nov -2022 Aug

Duties & Responsibilities

- Take care of overall activities of Digital Marketing
- Regular sales promotional activities by means of social media

Skills

- Sharp Eye for Detail
- Persistent problem Solver
- Strategic Leadership
- Task Management
- Outcome Focused Leader
- Detail Oriented

Education

- MBA HRM -2022
BHARTHIYAR
UNIVERSITY
- BCOM (COMPUTER
APPLICATION)-2020
M.G UNIVERSITY
- +2 -2017
- S.S.L.C -2015

Hard Skills

- Diploma in Human Resource Management
- Certification In Hospital Administration
- Diploma in Financial Accounting & Administrative professional
- Tally ,Excel & GST

- Update company website by adding new products
- Prepare status for whatsapp, instagram, facebook etc. and posting on daily basis
- Handling online sales platforms like Amazon, Indiamart, Gramin Ebazar etc.
- Coordinate with Sales, Accounts & F.G Store departments for the execution of purchase orders received through sales portals.
- Regular follow up with enquirers through phone calls, sending e mails and messages to close the deals.
- Contact customers on regular intervals and do updates

Language Known

- **English**
- **Malayalam**

Computer Knowledge

- **M.S OFFICE**
- **Well-Versed in Social Media Application**

Personal Details

Father's Name : Jacob George

Date of Birth: 14/07/1998

Gender -Female

Marital Status -Unmarried

Reference

Arun Varghese

General Manager

Kalloor Electronics & Lighting Pvt Ltd.(KELL)

Mundakkayam (Kottayam Dist)

PH :9744860055,7034881112