



BISTY THAMPI  
bistythm798@gmail.com  
+91-8281536977

## PROFILE

- Human resource professional with an experience of 1 years and 8 months in the areas of computer operations (Ms word,excel etc.) and human resource management.
- Experience in salary taking.
- Hands-on Experience in ESI, PF Operations.
- Having knowledge in office management.
- Good knowledge in banking, billing.

## TECHNICAL SKILLS

Computer Operations  
Microsoft Word &  
Excel.

## EMPLOYMENT STATUS

Company	Designation	From	To	Duration(Months)
COLLEEN CLOTHING, PAMPAKUDA	EXECUTIVE HR	September 2021	Present	20

## ACADEMIC DETAILS

Examination passed	Institution	Board/ University	Year of passing with percentage of mark
S.S.L.C	St. Joseph's HSS Piravom	Kerala Board of Public Examinations	2014 -85%
Plus-Two	Govt. HSS Pampakuda	Kerala Board of Higher Secondary Examinations	2016 -70%
B.Com Computer Applications	Ave Stella Maris College Ramamangalam	M.G University	2019 -75%
Master of Human Resource Management (MHRM)	Ave Stella Maris College Ramamangalam	M.G University	2021 -85%



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#### SOFT SKILLS & INTERESTS

##### LEADERSHIP:

- Lead a team of members for human resource activity.
- Organized and conducted several organizational level activities.

##### COMMUNICATION:

- Regularly communicating with clients and teams from multiple locations

#### PERSONAL DETAILS

**Date of Birth** : 07.08.1998  
**Address** : Vazhakkalayil House Pampakuda P.O Memmury Ernakulam District  
Kerala State, Pin – 686 667.  
**Nationality** : Indian.  
**Languages** : English, Malayalam,  
**Sex** : Female.

#### DECLARATION

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

Date: 10/04/2023

Place: Pampakuda

(Signature)