

GESELA JAMES



Skills

Problem solving skills
Verbal and written skills
Creativity
Flexibility
Professionalism and
strong work ethic

Field of Interest

Learning languages
Traveling
Marketing

geeselajames@gmail.com

9539426730

THILATHUKANDATHILL HOUSE, KOMALLOOR P.O
CHARUMOODU.

Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Academic Details

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES (MACFAST)

MASTER OF BUSINESS ADMINISTRATION (MBA) IN HUMAN RESOURCE MANAGEMENT AND MARKETING., 75%, 2018

INTERNATIONAL SCHOOLS OF SKILLS AND DEVELOPMENT (ISSD)

HOSPITAL ADMINISTRATION (4MONTHS), 91%, 2021

BISHOP MOORE COLLEGE, MAVELIKARA

BA LITRATURE , 66%, 2015

BISHOP HODGES HIGHER SECONDARY SCHOOL, MAVELIKARA

PLUS TWO HIGHER SECONDARY SCHOOL (COMMERCE), 62%, 2012

POPE PIUS HIGHER SECONDARY SCHOOL, KATTANAM

SSLC, 65%, 2010

Work Experience

MEDITRINA HOSPITAL KOLLAM

FRONT OFFICE EXECUTIVE CUM ADMINISTRATION ,
Dec 2021 - Mar 2022

Role : Handling office Administration Activities and Handling Front Office Management.

THAZHAYIL NIDHI LIMITED,

OFFICE EXECUTIVE , Nov 2019 - May 2020

Role : CO-Operate Easy Accessibility to wide variety of savings, investment, products, gold loan, deposit schemes , financial services schemes etc.,.

Project Details

STRESS MANAGEMENT

A Study On Stress Management and It's impact on productivity or performance in Supreme Food Industries (MERIIBOY ICE CREAMS")

Period : 8th January 2018 to 3rd March 2018 Team Size: 3

Role : Team member

ORGANIZATION STUDY

Organization Study at Bright Industry Chengannoor. To Study overall performance of the organisation and to study about various departments and their functions.

Period : 4th April 2017 to 29th May 2017 Team Size: 4

Role : Team member

Industrial Exposure

Industrial Visit at:

Reserve Bank of India

Cognizant kochi

Achievements

Participated in the one day Workshop on 'Patent Information and Drafting For R&D and Industry '.KSCSTE, Thiruvananthapuram.

Certificate of appreciation 2017 from LEAP LEARNING ACADEMY for being outbound experimental learning programs.

Curricular Activities

Strength

Self motivated

Active listener

Open mindedness

Honesty

Persuasion

Punctuality

Hobbies

Volunteering

Traveling

Writing

Making music

Reference

Ligo koshy

Head of the department

Mar Athanasious college, Thiruvalla

ligokoshy@gmail.com

9496550768

Declaration

I declare that all the above information is true to the best of my knowledge, and if you give a chance I will try my best to come true to your expectations and will prove my worth in most trying conditions.

Date : 1/8/2023

Place : Mavelikara



(GEESELA JAMES)