

# Treesa George

MBA - HR and FINANCE

MBA graduate with HR and Finance expertise, motivated to drive organizational success through data analysis, resource management, and collaboration. Seeking opportunities to contribute and grow with a dynamic company.



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📍 Pathanamthitta, India

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## EDUCATION

### MBA in HR and Finance

Mar Athanasios College For Advance Studies Thiruvalla

2021 - 2023

### B.COM in Finance and Taxation

Marian College Kuttikanam (Autonomus)

2018 - 2021

## WORK EXPERIENCE

### Human Resources (Intern)

Keltron Communication Complex

09/2022 - 12/2022

Thiruvananthapuram

*Achievements/Tasks*

- Successfully managed and organized employee health checkup reports, ensuring timely compliance with company policies.
- Assisted recruitment team with interview coordination.
- Proficiently handled employees' data entries, maintaining accurate and up-to-date records.

### Human Resources (Intern)

Mar Sleeva Medicity, Palai

2022

Kottayam

*Achievements/Tasks*

- Managed annual health checkup report submissions for employees.
- Assisted recruiting team, showcasing strong organizational & communication skills in interviews coordination.
- Demonstrated excellent documentation skills in handling exit files, annual reports, and appraisals.
- Proficiently managed employees' data entries.
- Actively participated in conducting and evaluating the training program.
- Successfully coordinated entertainment programs.

### Data Entry Operator (Intern)

Jais Thomas & Co Chartered Accountants, Palai

04/2019 - 05/2019

Kottayam

*Achievements/Tasks*

- Proficiently managed and recorded sale transactions in the ledger accounts.
- Effectively handled and documented purchasing transactions in the ledger accounts.
- Successfully managed data entry tasks within specified deadlines.
- Utilized accounting software and tools to facilitate data entry tasks.
- Adapted quickly to the firm's accounting processes and procedures, displaying a strong ability to learn and apply new skills.

## SKILLS

Ms Office Word

Power point

Excel

## PROJECTS

Risk and Return Analysis of Loan Portfolio of South Indian Bank

Effect of covid - 19 on Kerala Gramina bank in palakkad district

## PAPER PRESENTATION

Study on usage of e-payment apps in India

*National Business Conclave on 'Emerging Trends in Management'*

## CERTIFICATES

Excel skill for business essentials  
MACQUARIE University

Faculty Development Programme on Accountant  
ICAI

## LANGUAGES

Malayalam  
*Native or Bilingual Proficiency*

English  
*Full Professional Proficiency*