



Nikitha Sunil

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Objective

A critical thinker, articulate communicator, a collaborative team player with masters in commerce with a strong desire and passion to learn, grow and work to attain career growth in a reputed company.

Education

Marian College Kuttikkanam (Autonomous),
Masters in commerce
(2021)

Mount Carmel College
Bachelor in commerce
(2019)

Experience

Internship- Shine Projects 07/08/2020- 07/09/2020

- Marketing and Business development intern.
- Experience on cold calling and prospecting.
- Performed activities that involved B2C marketing and sales.
- Awarded with letter of recommendation

Communication

- English
- Malayalam

Skills

Office skills

- Office management
- Records management
- Executive support.

IT skills

- Proficient in **Microsoft Office** (MS Word, Excel, PowerPoint, Outlook, Access, project, publisher).
- Microsoft windows.

Leadership

- Secretary of Women cell (Mount Carmel College)
- Assistant coordinator of Jesus Youth (Mount Carmel College)
- Won 2nd prize in logo design in Commerce fest
- Co-ordinated cake fest - Xenia 2k19 (Marian College Kuttikkanam Autonomous)

Achievement

- Certified from University of Minnesota -Recruiting, hiring and onboarding employees.
- Certified from TCS ion -career edge-knockdown the lockdown
- Certified from the University of Pennsylvania -Customer Analytics
- Certified from the University of Illinois -Global Impact: Business Ethics
- Completed 3 days certificate course on GST and TDS
- Published article in ISBN book ' New trends in Business Management.

Academic

Effectiveness of training and development on employees with special reference to St. Marys Rubber Pvt.ltd.

Projects

Savings and investments pattern of self-financing teachers.

Hobbies

Badminton, music, travelling, walking, running