



# RIYA THOMAS

## Contact

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Konnullil House,  
Peruvaram  
N. Paravur P.O,  
Ernakulam,  
Pin: 683513



+919656216186



riyazkonnullil7411@gmail.com



<https://www.linkedin.com/in/riya97>

## Key Skills

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- . Communication
- . Leadership
- . Team collaboration
- . Flexibility
- . Analytical thinking
- . Negotiation

## Area of Interest

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### \*Human Resources

- Assistant
- Administrator
- Generalist
- Executive
- Manager
- Employee Relations
- Training and Development

## Languages known

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- Malayalam (mother tongue)
- English (write,read,speak)
- Hindi (read,write)
- Tamil (write,read,speak)

## Career Objective

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To establish and prove my worth to the organization's dynamic structure while being as an employee of the organization and manage a diverse team of motivated individuals who work towards the interests of the company.

## Experience

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Don Bosco Hospital, N. Paravur, Ernakulam

- HR Intern
- 45 days of Internship in HR Department
- From 13th July, 2022 to 27th August, 2022

## Qualification

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- MBA - HR & Marktg. (APJ KTU) 2021-23  
-SNGIST Group of Institutions, N. Paravur, Ernakulam
- BSc. Mathematics (MGU) 2015-18  
-St. Xavier's College for Women, Aluva, Ernakulam
- Plus two- Biology Science (State Board) 2013-15  
-SNV Skt HSS, N. Paravur, Ernakulam
- SSLC (State Board) 2012-13  
-SNV Skt HSS, N. Paravur, Ernakulam

## Additional Certification

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- Psychology- Completed with 2 Project Internships from Unschool Academy, 2020-21.
- Career Planning for Freshers- Completed from Unschool Academy, 2020-21.
- Communication essentials and advanced diploma in Entrepreneurship- Completed from Alison,2022.
- Soft skills for Business Negotiations and Marketing Strategies- Completed from NPTEL,2022.
- Consumer Behaviour -Completed from NPTEL,2023.

## **Personal Details**

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- DOB : 06/03/1997
- Marital status : Single
- Nationality : Indian
- Gender : Female

## **Hobbies**

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- \* Photography
- \* Travelling
- \* Listening music
- \* Watching movies

## **Reference**

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Dr.Sagini Thomas Mathai  
Principal  
SNGIST Group of Institutions  
N.Paravur,Ernakulam  
saginitomasmathai@sngist.org  
+919249501160

## **Industrial Exposure**

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- \*Industrial visit to UST Global,Infopark,Kochi.
- \*Industrial visit to Kannan Devan Hills Plantations, Mattupetty, Munnar, Idukki.
- \*Industrial visit to SEBI, Kalloor, Ernakulam.

## **Projects**

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- Queueing Theory in Statistics  
-Completed the project at St. Xavier's College for Women, Aluva, 2018.
- Perception in Psychology  
-Completed the project with internship from online learning initiative by Unschool Academy,2021.
- Emotional Intelligence in Psychology  
-Completed the project with internship from online learning initiative by Unschool Academy, 2021.
- A study on the influence of Skill, Competency and Work Experience on Success in Job Seeking among Youth  
-Completed the project at SNGIST, N. Paravur, 2023.

## **Programme Coordination**

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- Fest Coordinator  
-Coordinator of Management Fest 'Zeitgeist 2k23 Griffins' by MBA Dept.,SNGIST Group of Institutions, N. Paravur.
- Conference Coordinator  
-Coordinator of 'International Conference of Recent Trends in Graph Theory and Networks 2017' by Bsc.Maths, St.Xavier's College for Women, Aluva.

## **Achievements & Awards**

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- Participated in 'Best Management Team' event in BRAHMA'22 conducted by ASIET, Kalady.
- Achieved 'Best Earner Award' in MBA Orientation period from SNGIST Group of Institutions.
- Active volunteer in 'Junior Red Cross' for 3 years.