



## PROFILE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me to achieve personal as well as professional goals.

## CONTACT ME

📞 9746370835

✉️ mahimamanul26@gmail.com

📍 Elenjickal House  
Madupetty Bypass  
road Munnar P.o  
Munnar  
685612

## COMPUTER SKILLS

SPREADSHEET

SAP

TALLY

MS OFFICE

EXCEL

WORD

## REFERENCE

Mr. Shareef Mohd  
General Manager  
INTERNATIONAL CITY LINKS  
+91 9847756432

# MAHIMA SEBASTIAN

## ➤ EDUCATION

JAIN UNIVERSITY

POST GRADUATION DIPLOMA IN  
HOSPITAL ADMINISTRATION (2023 -2024)

ADI INSTITUTE OF MANAGEMENT STUDIES

## ➤ INDIRA GANDHI NATIONAL OPEN UNIVERSITY KALOOR

MASTER'S OF ARTS IN ENGLISH  
LANGUAGE AND LITERATURE (2021 -2023)

## ➤ MAHATMA GANDHI UNIVERSITY

BACHELOR OF ARTS IN ENGLISH  
LANGUAGE AND LITERATURE

ST.TERESA'S COLLEGE (AUTONOMOUS)  
ERNAKULAM (2018 -2021)

## ➤ BOARD OF PUBLIC EDUCATION

PLUS TWO IN COMMERCE

FATHIMA MATHA GIRLS HIGHER SECONDARY  
SCHOOL KOOMPANPARA,ADIMALI (2016 -2018)

## ➤ BOARD OF PUBLIC EDUCATION

LITTLE FLOWER GIRLS HIGH SCHOOL  
MUNNAR (2016)

## ➤ WORK EXPERIENCE (Still Working)

Worked as an HR Executive for 2.5 years in INTERNATIONAL CITY  
LINKS Ernakulam.

## DECLARATION

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



Date: 20.03.2024

TO WHOM IT MAY CONCERN

This certifies that Ms. MAHIMA SEBASTIAN was employed by us from 14<sup>th</sup> February 2022 to still working as an HR Executive. She has continued to do the tasks and obligations that have been delegated to her during her tenure. She struck us as capable and engaged. She works diligently, responsibly, and professionally.

This certificate was issued to Ms.Mahima Sebastian on her request.

We wish her all the best in her future endeavors.

Sincerely,

Mr.Shareef Mohd.

*General Manager*

**International City Links**





# Mahatma Gandhi University

(Established by Kerala State Legislature by the Gandhiji University Act, 1985 (Act 12 of 1985) and amended as Mahatma Gandhi University Act, 1985 by Act II of 1988)  
University Buildings, Priyadarsini Hills P.O., Kottayam-686 560, Kerala, India

## FACULTY OF LANGUAGE AND LITERATURE

*The Syndicate of Mahatma Gandhi University by  
virtue of the authority vested in it by law and on the  
recommendation of the Governing Body of*

**St. Teresa's College, Ernakulam**

*(an Autonomous College affiliated to this University)*

*does hereby confer the Degree of*

**Bachelor of Arts**

**in English Language and Literature**

*on* **MAHIMA SEBASTIAN**

*she having been evaluated and certified by the examiners  
appointed thereto by the college and having been placed by them in*

*the **B** Grade in the examinations held under  
the Choice Based Credit System*

*in the month of **April 2021***

*Given under the seal of the University*



Serial No. : TA 011E2C



# St. Teresa's College (Autonomous)

Ernakulam, Kochi - 682 011, Kerala, India.

College with Potential for Excellence & Accredited by NAAC with A++ Grade  
Affiliated to Mahatma Gandhi University, Kottayam

## CONSOLIDATED MARK CUM GRADE CARD



**Name of the Student** : MAHIMA SEBASTIAN  
**Permanent Register Number (PRN)** : AB18ENG046  
**Date of Birth** : 26 Jan 2000  
**Degree** : Bachelor of Arts  
**Programme** : English Language and Literature  
**Stream** : Model I  
**Date of Eligibility for the Degree** : 09 Aug 2021





## Description of the Evaluation Process

### Calculation of SCPA (Semester Credit Point Average) for the Semester.

Calculation of SCPA (Semester Credit Point Average) for the Semester Evaluation of each course comprises of internal or In Semester Assessment (ISA) and External or End Semester Assessment (ESA).

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. For all courses without practical, there shall be a maximum of 80 marks for external evaluation and a maximum of 20 marks for internal evaluation. For all courses with practical, there shall be a maximum of 60 marks for external evaluation and a maximum of 10 marks for internal evaluation. For all courses (theory & practical), grades are given on a 10-point scale based on the percentage of total marks (ISA + ESA).

Percentage of Marks	Grade	Grade Point
Equal to 95 and above	S Outstanding	10
Equal to 85 and < 95	A+ Excellent	9
Equal to 75 and < 85	A Very Good	8
Equal to 65 and < 75	B+ Good	7
Equal to 55 and < 65	B Above Average	6
Equal to 45 and < 55	C Satisfactory	5
Equal to 35 and < 45	D Pass	4
Below 35	F Failure	0
	AB Absent	0

### Calculation of Credit Point and Credit Point Average

Credit Point (CP) of a course is calculated using the formula

$CP = C \times GP$  where C = Credit, GP = Grade Point

Credit Point Average (CPA) of a Course/Semester/Programme is calculated using the formula

$CPA \text{ or } SCPA \text{ or } CCPA = \frac{TCP}{TC}$ , where TCP = Total Credit Point, TC = Total Credit.

For conversion of SCPA/ CCPA into percentage, multiply the secured SCPA/CCPA by 10.

SG= Semester Grade

CPA	Grade
Equal to 9.5 and above	S Outstanding
Equal to 8.5 and < 9.5	A+ Excellent
Equal to 7.5 and < 8.5	A Very Good
Equal to 6.5 and < 7.5	B+ Good
Equal to 5.5 and < 6.5	B Above Average
Equal to 4.5 and < 5.5	C Satisfactory
Equal to 4 and < 4.5	D Pass
Below 4	F Failure

**Note:** A separate minimum of 30% marks each for ISA and ESA (for both theory and Practical) and an aggregate minimum of 35 % marks (Equivalent to CPA of 4 /Grade D) are required for a pass in a course. For a pass in a programme, a separate minimum of **Grade D** for all the individual courses and an overall **Grade D** or above are mandatory. If a candidate secures **Grade F** for any one of the courses offered in a Semester/Programme only **Grade F** will be awarded for that Semester/Programme until the candidate improves this to **Grade D** or above within the permitted period.



Checked by	
Section Officer	

# Mahatma Gandhi University

(Established by Kerala State Legislature by Notification  
No.3431/Leg. C1/85/Law. dated 17th April 1985)

Sl.No. AI 143667



Kottayam

20- October - 2021

## PROVISIONAL CERTIFICATE

Certified that **MAHIMA SEBASTIAN** has passed the following examination conducted by **St.Teresa's College, Ernakulam**(Autonomous) affiliated to this university, with the details as shown below:

Name of the Examination	:	<b>Bachelor of Arts</b>
Faculty	:	<b>Language and Literature</b>
Register Number	:	AB18ENG046
Year of Admission	:	2018
Stream	:	<b>English Language and Literature</b>
Total Credits	:	120
Programme CCPA	:	6.17
Grade	:	B
Month and Year of Passing	:	April 2021

Section : EI XXXVIII

Checked by

Section Officer



Assistant Registrar XXII (Exams)

for CONTROLLER OF EXAMINATIONS

No. R 180497



AEE6AI6FIEAJA09894175

GOVERNMENT OF KERALA  
GENERAL EDUCATION DEPARTMENT  
SECONDARY SCHOOL LEAVING CERTIFICATE



Register Number: 530672 Month & Year: MARCH 2016 No. of Chances : 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following grades

Subject	Grade	Grade in words
First Language Paper - I ( MALAYALAM	A+	A PLUS
First Language Paper - II ( MALAYALAM	A+	A PLUS
English	A+	A PLUS
Hindi	A+	A PLUS
Social Science	C+	C PLUS
Physics	B+	B PLUS
Chemistry	B+	B PLUS
Biology	A	A ONLY
Mathematics	C+	C PLUS
Information Technology	A+	A PLUS

RANGE OF GRADES

A+	90% and above: Outstanding	B	60% - 69% : Good	D+	30% - 39% : Marginal
A	80% - 89% : Excellent	C+	50% - 59% : Above Average	D	20% - 29% : Need Improvement
B+	70% - 79% : Very Good	C	40% - 49% : Average	E	Below 20% : Need Improvement

Eligibility for higher studies - Minimum D+ grade for each paper

GRACE MARK AWARDED ELIGIBLE FOR HIGHER STUDIES



LAL K.I  
SECRETARY

Date of Publication of Result : 27/04/2016

Board of Public Examinations, Kerala

- Name of Candidate : MAHIMA SEBASTIAN
- Name in Regional Language : മഹിമ സെബാസ്റ്റ്യൻ
- Name of School : L F G H S MUNNAR
- Admission No. : 6294
- Date of Birth (in figures) : 26/01/2000  
(in words) : TWENTY SIXTH JANUARY TWO THOUSAND
- Sex : FEMALE
- Religion & Caste : CHRISTIAN, LATIN CATHOLIC
- Whether SC/ST/OEC/OBC/GL : OBC
- Nationality : INDIAN
- Place of Birth : ERNAKULAM
- Name of Mother : BINDU SEBASTIAN
- Name of Father : SEBASTIAN ANTONY
- Name of Guardian : SEBASTIAN ANTONY
- Home Address : ELENJIKAL(H)SETTLEMENT COLONY,MUNNAR,  
MUNNAR P.O.,IDUKKI DT.KERALA.685612

15. Identification Marks

- A BLACK MOLE NEAR THE LEFT WRIST
  - A BLACK MOLE BELOW THE LEFT SIDE OF THE LOWER LIP
- Name & Signature of the Headmistress  
Headmistress  
Little Flower Girls High School  
Munnar



Sr. Anilamma Joseph



EAAE6EAFE66EIE8897889



GOVERNMENT OF KERALA  
BOARD OF HIGHER SECONDARY EXAMINATION  
THIRUVANANTHAPURAM



No. HSE 3/2018/145656

**CERTIFICATE**Register  
Number**5140859**

This is to certify that Mr./Ms. **MAHIMA SEBASTIAN**.....appeared for the HIGHER SECONDARY EXAMINATION  
(.....**COMMERCE**.....GROUP) held in **MARCH 2018** He/She is .....**ELIGIBLE**..... for higher studies.

The Scores and Grades obtained by the candidate are shown below :

No. of Chances : **1**

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade Obtained	Grade in Words		
	CE	TE	Total	CE	TE	Total	CE	PE	TE			Total	
PART I ENGLISH	20	72	92	20	--	73	93	40	--	145	185	A+	A plus
PART II HINDI	20	80	100	20	--	80	100	40	--	160	200	A+	A plus
PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	20	70	90	20	--	78	98	40	--	148	188	A+	A plus
ACCOUNTANCY WITH COMPUTER ACCOUNTING	20	52	72	20	40	56	116	40	40	108	188	A+	A plus
ECONOMICS	20	60	80	20	--	80	100	40	--	140	180	A+	A plus
COMPUTER APPLICATION-COM	20	52	72	20	40	60	120	40	40	112	192	A+	A plus

Eligibility for Higher Studies : D+ Grade or above for all subjects. \* Scores obtained in the previous examination(s). **Grace Marks Awarded**



*Molly Joseph*  
Sr. MOLLY JOSEPH MYLADUCCI  
Signature of the Principal  
with name seal

SECRETARY

Board of Higher Secondary Examinations,  
Government of Kerala

**10.05.2018**  
Date of publication of result