



RIYA THOMAS

Contact

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Key Skills

- Adaptability
- Communication
- Conflict resolution
- Decision making
- Leadership
- Mentoring
- Team collaboration

Technical Skills

Microsoft Office
-Word
-Excel
-PowerPoint

Area of Interest

- *Human Resources
- *Marketing
 - Assistant
 - Associate
 - Coordinator
 - Executive
 - Manager
 - Officer

Career Objective

Seeking to establish and prove my worth to the organization's dynamic structure while being as an employee and manage a diverse team of motivated individuals. Eager to make a meaningful impact in a collaborative and growth-focused environment.

Experience

Don Bosco Hospital, N. Paravur, Ernakulam

- HR Intern
- 2 months of Internship in HR Department

Eduforis Overseas Education, Edappally, Ernakulam

- Lead Interaction
- 1 month of work from home as Lead Contact

Qualification

•MBA - HR & Marketing (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

- Psychology (with 2 Projects)- Unschool Academy, 2020-21.
- Career Planning for Freshers- Unschool Academy, 2020-21.
- Communication essentials, Diploma in Entrepreneurship and Fundamentals of HR- Alison, 2022-23.
- Soft skills for Business Negotiations and Marketing Strategies- NPTEL, 2022.
- Consumer Behaviour - NPTEL, 2023.

Languages known

- Malayalam (Native speaker)
- English (Fluent)
- Hindi (Read & write)
- Tamil (Read, write & speak)

Personal Details

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

Hobbies

- Crafts and arts
- Gardening
- Listening Music
- Photography
- Travelling
- Watching movies

References

* Dr. Sagini Thomas Mathai
Principal
SNGIST Group of Institutions
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* Sreejith P M
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Industrial Exposure

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

Projects

- Queueing Theory in Statistics
- Project at St. Xavier's College for Women, Aluva, 2018.
- Perception in Psychology
- Project with internship from online learning initiative by Unschool Academy,2021.
- Emotional Intelligence in Psychology
- 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
- Project at SNGIST, N. Paravur, 2023.

Programme Coordination

- 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

- 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.