

THUSHARA PALLIKKARA SANTHOSH

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SUMMARY

An ambitious MBA graduate specializing in Marketing and Human Resources, with foundational experience in recruitment, event coordination, and operations. Demonstrates proven leadership and strong team collaboration skills, complemented by expertise in MS Excel. Seeking HR and Marketing opportunities that prioritize operational efficiency and organizational success. With a passion for adaptability and resilience, brings a proactive approach to fostering team growth and enhancing processes.

EDUCATION

MBA (Marketing & Human Resource)

Sahrdaya Institute of Management Studies,
Kodakara

2023 – 2025 (Pursuing - S4)

63.25% (S1)

Bachelor of Commerce (B.Com)

Mahatma Gandhi University, Kottayam

2019 – 2022

50%

High School Education

Sharjah Indian School, Sharjah

2017– 2019

69.4%

SSLC

Sharjah Indian School, Sharjah

2016–2017

76%

CERTIFICATIONS

- B2 level English Proficiency in Linguaskill Business certification from Cambridge University (2024)
- Advanced MS EXCEL Certification (2024)
- AIMA BIZLAB Certified Business Gamer (2024)

PROFESSIONAL EXPERIENCE

HR INTERN, DIGISKILLZ, KOCHI

MAY -2024

- Managed the recruitment process from initial screening to final selection.
- Screened resumes and conducted initial phone interviews to identify qualified candidates.
- Scheduled and facilitated online and in-person interviews for a seamless experience.
- Demonstrated strong organizational and communication skills while handling multiple tasks.

FRONT OFFICE, MALABAR HOSPITAL, MALAPURAM

JUNE - AUGUST, 2022

- Managed daily operations and supervised tasks for smooth workflow.
- Organized and maintained documentation.
- Handled incoming and outgoing calls for information and support.
- Managed the outpatient section, coordinating appointments and registrations, and addressing patient queries.

AREAS OF INTEREST

- Event Coordination
- Presentation
- Customer Networking & Relationship Building

SKILLS

- Communication & Interpersonal skills
- Leadership
- Team Spirit
- Adaptability
- MS Excel
- MS Word

HOBBIES

- Sports
- Arts
- Adventure Activities
- Freelance Tutor

REFERENCES

Dr. Dhanya Alex

Director, Sahridaya Institute of Management Studies
director@sahridayasims.ac.in
+91 9745187766

Mr. Nazid Hussain

CRO & Front Office Manager
Malabar Hospital
nazidhuzzain@gmail.com
+91 98478 86588

POSITIONS & RESPONSIBILITIES

- **General Captain** in SIMS Student Union (2024)
- **MERAKI Core committee Member** for National Management Fest conducted by Sahridaya Institute of Management Studies (2024)
- **BMT Student Co-ordinator**, for the Best Management Team for Meraki (2023-2024)
- **Head of the Invitations Team** for SIMS Mega Job Fair (2024)
- **Health Co-Chair CII YI** - Coordinated various health awareness interaction sessions at college (2024)
- **Placement Cell Member** - Supported and organized events and training sessions to facilitate internship and placements (2023)

ACHIEVEMENTS

Sports Certificates:

- Secured 1st place in Discus Throw (women's category) during college sports day at Sahridaya Institute of Management Studies (2024).
- Achieved 1st place in Throwball at the same event.
- Finished 3rd place in Relay during the college sports day.

Cultural Award:

- Won a Filmmaking Award at the Children's International Film Festival (CIFF) in 2018, held in Dubai, UAE.
- The awarded movie was selected and screened in VOX theatres across Dubai and Ajman.

COMMUNITY ACTIVITIES

- Coordinated various health awareness interaction sessions at college as CII YI Health Co-Chair (2024)
- Volunteered for NANMA Charity Drive (2023)

DECLARATION

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

Place: Thrissur
Date:

Signature:
Name: Thushara Pallikkara Santhosh