



# CHHAYA THANGAM THOMAS

118 2nd cross 2nd main HAL 3Rd stage new thippasandra indiranagar  
Bangalore

9447812441 | chhayamaria@gmail.com

## Objective

"I seek to enhance my professional skills, capabilities, and knowledge within an organization that values dedication, trusts in my ability to take on responsibilities, and presents me with meaningful challenges."

## Experience

- HOLY SPIRIT ZION THEOLOGY COLLEGE** 14 JAN 2022 - 01MARCH 2024  
ONLINE TRANSLATOR  
Translating the documents, notes and study materials into various languages
- HOLY SPIRIT ZION THEOLOGY COLLEGE** 1 OCT 2022 - 1 MARCH 2024  
DIGITAL MARKETING EXECUTIVE  
Creating posters in Canva  
Uploading videos in YouTube  
Creating web page through word press  
Handling social media like Facebook Instagram etc.  
Knowledge in wordpress  
Lead generation campagin in Google ads
- DR SANJAY MEDICAL CENTRE SHARJAH UAE'** 7 APRIL 2014 - 31JANUARY 2015  
INSURANCE CO ORDINATOR  
Observing, receiving, and otherwise obtaining information from all relevant sources.  
Search legal records  
Examine files or documents to obtain information from individuals  
Review insurance policies to determine appropriate coverage  
Processing Information – compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Calculate insurance premiums or awards  
Evaluating Information to Determine Compliance with Standards – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.  
Review data on insurance applications or policies  
Review records for completeness
- JOSE MARUTHAHATHU & CO CHARTERED ACCOUNTANTS KERALA** 8 NOVEMBER 2007 - 26 JANUARY 2008  
Auditor cum Accountant  
Maintained customer ledgers.  
Reviewed and adjusted general ledgers.  
Conducted periodic inventory audits.  
Assisted in preparing payroll and pay check distribution.
- PEHACHAAN-STREET-SLUM-SCHOOL** 11 may 2024 - Present  
Digital marketing and content writer  
Works as volunteer by creating poster and writing content for promoting education for slum kids

## Education

- **Sikkim Manipal University**

MBA

65%

2011

- **MAHATMA GANDHI UNIVERSITY**

B.COM

52%

2005

## Skills

- Knowledge of MS Office (Word, and PowerPoint),
- Social media marketing Content writing Canva creation Web content writing

## Projects

- **A RATIO ANALYSIS ON NEUROLOGY AND ONCOLOGY**

Completed project on A Ratio Analysis Study on Neurology and Oncology departments at St.Gregorious Hospital, Parumala, India.

## Publications

- <http://chhayamariabless.blogspot.com/2024/05/latest-technologies-in-health-care.html>  
Latest technologies in healthcare services
- <http://chhayamariabless.blogspot.com/2024/05/health-insurance.html>  
Health insurance blog
- <http://truefriendofjesus.blogspot.com/2024/05/jesus-gave-sight-to-barthemias.html>  
Jesus gave sight to the blind man named Barthemias
- <http://chhayamariamblessen.blogspot.com/2024/08/pehachaan-street-slum-school-beacon-of.html>  
Pehachaan-street-slum-school- beacon of hope
- <http://chhayamariamblessen.blogspot.com/2024/07/pehchaan-and-essence-of-true-education.html>  
The essence of true education
- <http://chhayamariamblessen.blogspot.com/2024/07/pehchaan-where-education-empowers-not.html>  
The empowerment of education

## Interests

- Reading books
- Playing organ
- Writing

## Languages

- English Malayalam Hindi

## Additional Information

<https://www.linkedin.com/in/chhaya-thangam-blessen-a41061b0>