

SAYONA. K

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Profile Summary

Looking for a challenging opportunity in an industry, utilizing the experience, knowledge and skills acquired, to learn and adopt & emerging technologies and to become a part of an organization which can utilize and sharpen my skill.

Key Strengths

- Ability to perform well as an individual and in a team
- Positive attitude and confidence
- Good listener and speaker
- Flexible in any working environment

Professional Qualifications

Master of Business Administration (Finance and Human Resource)

Kannur University, Kerala, India

(2014 – 2016)

Bachelor of Arts

Kannur University, Kerala, India

(2007 – 2010)

Secondary School Leaving Certificate and Higher Secondary Education (PUC)

Kerala Board Examination, Kerala, India

(2005 & 2007)

Academic projects

Master Degree in Business Administration (Main Project)

Project Title : The role of human resource in Industrial Harmony

Organization : ETCO Denim Pvt. Ltd, Bijapur, Karnataka

Team size : Individual project

Duration : 1 ½ Months (2016)

Project details : A study on the role of human resource in Industrial Harmony in **ETCO Denim Pvt. Ltd**

Master Degree in Business Administration (Semi Project)

Project Title : Organization study

Organization : Cannanore Spinning and Weaving mill, Palloor, Mahe

Team size : Individual project

Duration : 30 days (2015)

Proficiency in Languages

Good Communication Skills in English, Hindi and Malayalam

Computer Skills

- MS Office (word, Excel, PowerPoint)
- Proficient in use of internet
- Diploma in Computerised Financial Accounting
- Excellent in English keyboarding

Extracurricular Activities and Interests

- Participated in management fest in the field of finance conducted in several colleges
- Listening musics

Personal Skills

- Sincerity and punctuality.
- Work hard to achieve the goals in time and accurately.
- Good verbal and written communication skills.
- Ability to deal with people diplomatically.
- Willingness to learn new things and enjoy being a team facilitator.
- Can take initiative and work independently.
- Having good planning and problem solving skills

Personal Details

Date of birth	: 29-03-1989
Marital status	: Married
Nationality	: Indian
Address	: Kattil Madhayambath House, Illathuthazha, P O Temple Gate, Thalassery – 670102

Declaration

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

SAYONA. K