



# Theertha V

Marketing & HR operations Management

Kannur [9947988957](tel:9947988957) [theerthasurendran2000@gmail.com](mailto:theerthasurendran2000@gmail.com)

Summary	Results driven Marketing and HR Operational aspirant with a track record of coordinating National-level management fest and trade expos. Experienced in employee recruitment and retention, interpersonal communication and time management. Skilled in Microsoft Office, teamwork and conducting exhibitions. A master's Administration from Cochin University of science and Technology. Excited to leverage these skills to contribute to the success of company's operational excellence and growth.
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Profiles	<a href="#">Theertha Surendran</a>
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<b>Skills</b>	<b>Microsoft Office</b>
	<b>Microsoft Excel</b>
	<b>Microsoft PowerPoint</b>
	<b>HR policies</b>
	<b>Customer Service</b>
	<b>Teamwork</b>
	<b>Employee recruitment</b>
	<b>Leadership</b>
	<b>Team Mangement</b>
	<b>Adaptability</b>
<b>Communication</b>	

Experience	<b>Moonley Interactive</b>	<b>April 2024- Present</b>
	HR & Operations executive	Pottamal-Calicut
	<a href="https://moonleyinteractive.com/">https://moonleyinteractive.com/</a>	
	<ul style="list-style-type: none"><li>Manage the end-to-end recruitment process, from candidate sourcing to onboarding</li><li>Developing and implementing HR policies and procedures to ensure compliance and efficiency</li><li>Coordinating employee training and development initiatives to enhance team performance</li><li>Overseeing day-to-day operational activities to ensure smooth business operations</li><li>Developing and maintaining HR databases and records, ensuring data accuracy and privacy standards were met</li><li>Managing Payroll</li></ul>	
	<b>RoadMate</b>	<b>August 2023- April 2024</b>
	Business Development Manager	Kinfra Hi-Tec Park, Kalamassery-Kochi
	<a href="https://www.roadmate.in/">https://www.roadmate.in/</a>	
	<ul style="list-style-type: none"><li>Conduct market research to identify potential clients and evaluate their needs</li><li>Developing and maintaining strong relationships with key stakeholders and decision makers</li><li>Leading and negotiation and closure of key deals, resulting in a significant increase in revenue</li><li>Collaborating with cross-functional teams to develop tailored solutions for clients</li></ul>	
	<b>Icecube Event Management pvt.ltd , Kadavanthra-Kochi</b>	<b>October 2022- December 2022</b>
	Marketing and Operational analyst	
	<a href="https://www.icecubeevents.com/">https://www.icecubeevents.com/</a>	
	<ul style="list-style-type: none"><li>Collaborated with marketing and sales teams to improve content marketing and cross-promotional initiatives</li><li>Conduct market research and competitive analysis to identify growth opportunities in the current market</li></ul>	

Education	<b>Cochin University of Science and Technology</b>	<b>2021- 2023</b>
	Marketing & Operations	Master's in Business Administration
	CGPA :7.89 %	
	<b>Kannur University</b>	<b>2018- 2021</b>
	Botany	Bachelor in Science
	CGPA :83.34%	
	<b>Kerala State Board of Higher Secondary</b>	<b>2016-2018</b>
	Biology Science	High School
	CGPA :91%	

Certifications	<b>Business Analysis and Process Management</b>	<b>September 2024</b>
	Coursera Project Network	
	<a href="https://coursera.org/share/597cf9b6c1e66c8f731c07043411d8d3">https://coursera.org/share/597cf9b6c1e66c8f731c07043411d8d3</a>	
	<b>Payroll and HR management</b>	<b>Pursuing</b>
	Coursera Tally Education and Distribution Services Private Limited	

Volunteering	<b>RoadMate</b>	
	<ul style="list-style-type: none"><li>Conduct and coordinate Scale Up'24 India's First Fusion Business Center, Shifa Convention Center, Perinthalmanna-Malappuram, Feb 2&amp;3</li><li>Conduct and coordinate Business Kerala Trade Expo 2023, Nov 2-5 ,Kalamassery-Kochi</li></ul>	