



## CONTACT

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Manimalapparambil (H)  
MEENADOM PO, KOTTAYAM, KERALA

## EDUCATION

ANNA UNIVERSITY MBA	2023 69%
MAHATMA GANDHI UNIVERSITY BBA	2021 71%
VOCATIONAL HIGHER SECONDARY SCHOOL THRUKOTHAMANGALAM XII	2018 89%

## SKILLS

- MS office
- MS Excel
- PowerPoint
- SPSS
- MS Word
- Co-ordination
- Interpersonal skill
- Time management
- Leadership skill
- Communication skill
- Attention to details

## PROJECT

Study on the Quality of Worklife of Employees Rabco Coire Mattress Company Pvt Ltd, Kottayam

## LANGUAGES

- English (Fluent)
- Malayalam (Native)
- Tamil (Fluent)
- Hindi (Intermediate)

# SRUTHYMOL

## MBA - FINANCE AND HRM

## PROFILE

As an enthusiastic and motivated MBA Candidate with dual specializations in Finance and Human Resources. Management, I aspire to leverage my academic knowledge and interpersonal skills to contribute effectively to O dynamic organization. Seeking a challenging role that fosters professional growth, enables me to apply my abilities, and allows me to make a meaningful impact on the company's success

## WORK EXPERIENCE

Triple i commerce Academy	APRIL ,2024 - PRESENT
Academic coordinator	
<ul style="list-style-type: none"><li>Program Coordination: Coordinated and managed academic programs to ensure alignment with curriculum standards and institutional goals</li><li>Course Development: Collaborated with faculty to develop and enhance course materials, including syllabi, lesson plans, and assessments</li><li>Class Scheduling: Organized class schedules, optimized resource allocation, and balanced faculty workloads.</li><li>Student Support: Provided academic guidance to students on course selection, study strategies, and other academic concerns</li><li>Policy Implementation: Implemented and monitored academic policies to ensure compliance with both institutional and external standards</li></ul>	
Anix Overseas Education	Sep,2023 - Feb 2024
Student counsellor	
<ul style="list-style-type: none"><li>Advised students and job seekers on studying abroad and senior care jobs.</li><li>Guided through application processes.</li><li>Provided personalized recommendations.</li><li>Assisted with Visa procedures</li></ul>	
CII(Configuration Of Indian Institute)	Aug -2022
Internship	
Gadly Industries pvt ltd	Oct-2022
Internship	

## CERTIFICATE

- Certificate of On-The-Job Training (OJT) from Office Of District Collectorate, Kottayam and Strobe Technologies, Kottayam.
- Introduction to Data Analysis using Microsoft Excel(Coursera)
- Fundamentals of Taxation: Great learning Academy