



Theertha V

Marketing & HR operations Management

📍 Kannur 📞 9947988957 🎬 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.

Profiles

in [Theertha Surendran](#)

Skills

Microsoft Office

Microsoft Excel

Microsoft PowerPoint

HR policies

Customer Service

Teamwork

Employee recruitment

Leadership

Team Mangement

Adaptability

Communication

Experience

Moonley Interactive

April 2024- Present

Pottamal-Calicut

HR & Operations executive

🔗 <https://moonleyinteractive.com/>

- Manage the end-to-end recruitment process, from candidate sourcing to onboarding
- Developing and implementing HR policies and procedures to ensure compliance and efficiency
- Coordinating employee training and development initiatives to enhance team performance
- Overseeing day-to-day operational activities to ensure smooth business operations
- Developing and maintaining HR databases and records, ensuring data accuracy and privacy standards were met
- Managing Payroll

RoadMate

August 2023- April 2024

Kinfrat Hi-Tec Park, Kalamassery-Kochi

Business Development Manager

🔗 <https://www.roadmate.in/>

- Conduct market research to identify potential clients and evaluate their needs
- Developing and maintaining strong relationships with key stakeholders and decision makers
- Leading and negotiation and closure of key deals, resulting in a significant increase in revenue
- Collaborating with cross-functional teams to develop tailored solutions for clients

Icecube Event Management pvt.ltd , Kadavanthra-Kochi

October 2022- December 2022

Marketing and Operational analyst

🔗 <https://www.icecubeevents.com/>

- Collaborated with marketing and sales teams to improve content marketing and cross-promotional initiatives
- Conduct market research and competitive analysis to identify growth opportunities in the current market

Education

Cochin University of Science and Technology

2021- 2023

Marketing & Operations

Master's in Business Administration

CGPA :7.89 %

Kannur University

2018- 2021

Botany

Bachelor in Science

CGPA :83.34%

Kerala State Board of Higher Secondary

2016-2018

Biology Science

High School

CGPA :91%

Certifications

Business Analysis and Process Management

September 2024

Coursera Project Network

🔗 <https://coursera.org/share/597cf9b6c1e66c8f731c07043411d8d3>

Payroll and HR management

Pursuing

Coursera Tally Education and Distribution Services Private Limited

Volunteering

RoadMate

- Conduct and coordinate Scale Up'24 India's First Fusion Business Center, Shifa Convention Center, Perinthalmanna-Malappuram, Feb 2&3

- Conduct and coordinate Business Kerala Trade Expo 2023, Nov 2-5 ,Kalamassery-Kochi