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# SONA SUSAN KURIAN

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# O B J E C T I V E

To associate with vibrant organization, which allows me to put my competencies to the best use and enhances my qualities, skills, knowledge to add value to the organization for mutual growth.

# K E Y C O M P E T E N C E

* Eager to learn new things
* Counseling skills
* Time management skills
* Problem solving skills
* Target Oriented
* Quick learner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degrees** | **School/College** | **Board/University** | **Year** | **%age of Marks** |
| MBA (HR, Marketing) | Periyar Management and Computer College | Guru Gobind Singh Indraprastha University ,Delhi | 2016 | Pursuing |
| BA (English and Political Science) | St. Stephen’s College | Delhi University | 2014 | 75% |
| XIIth | St. Thomas School | CBSE | 2011 | 85% |
| Xth | St. Thomas School | CBSE | 2009 | 65% |

* Effective Communication Skills Good Interpersonal Skills Presentation Skills
* Effective Management Skills and Decision making skills
* Assertive Approach Good Convincing Skill
* Leadership Skills

# E D U C A T I O N

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# A C H I E V E M E N T S

* First Division in all the six semesters of BA (year 2011-2014).
* 85% in XIIth CBSE Board Examination (2011)
* Certificate of Merit for securing highest marks in Fine Arts in XIIth CBSE Board Examination (2011)
* Till XIIth achieved Ist position for various Painting Competitions at School.
* Church Youth Secretary; takes leadership and leads the Youth Fellowship (2012-2015)

**I N D U S T R I A L V I S I T**

* Mother Dairy, Laxmi Nagar, New Delhi-110092.
* Josephy Cyril Bamford Excavators Limited (JCB) Mathura Road, Ballabgarh Faridabad, Haryana-121004

**I N T E R N S H I P**

**During MBA (2014-2016)**

* **ORGANIZATION:** IDBI Federal Life Insurance Company Ltd.
* **DURATION:** 6 to 8 weeks (JUNE-AUGUST 2015)
* **ROLE:** Management Trainee

45 days of internship to learn about Customer Satisfaction of the clients. Customer’s expectation of product and services.

**P R O J E C T S**

* **“BEST PRACTISES FOR EMPLOYEE ENGAGEMENT”**

The objectives of the project were to measure the degree of employee engagement in the organization and to find how it influences performance of employees, exploration of employee relationship with the company to uncover areas for improvement, and to identify the techniques that could help in better employee engagement.

* **“TRAINING AND DEVELOPMENT”**

**IDBI FEDERAL LIFE INSURANCE COMPANY LTD.**

In this project I have tried to present details about the training and development programs being presently followed in IDBI Federal Life Insurance Company and the feedback, I collected from different employees during my interaction with them.

**C O M P U T E R P R O F I C I E N C I E S**

* MS Word, MS Excel, PowerPoint, MS Access, HTML

**P E R S O N A L D E T A I L S**

* **FATHER’S NAME:** M.K.Kurian
* **DOB:** 3RD February 1993
* **GENDER:** Female
* **NATIONALITY:** Indian

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* **MARITAL STATUS:** Single
* **LANGUAGE KNOWN:** English, Hindi and Malayalam
* **HOBBIES:** Painting, listening music, travelling and interacting with people.
* **STRENGTHS:**
* Honest.
* Hard Working
* Willingness to learn new things
* Good etiquettes and disciplined.

I hereby declare that above mentioned facts are true to the best of my knowledge.

Place: New Delhi (Sona Susan Kurian)

Date:

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