

Ankitha Theres



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Kanjirathingal (H),
Pazhaganad,



Kizhakkambalam P.O, 683265

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" MBA graduate specialising in HR & finance seeking a position to work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal as well as the organizational growth."

EDUCATION

MBA |HR & Finance| **[2018-2020]**

|St. Albert's College (Autonomous)| Ernakulam|
Kerala| MGU | 72%|

B.COM Finance & Taxation **[2015-2018]**

|Bharat Matha College of Commerce & Arts|
Ernakulam | Kerala|CGPA 7.11|

12TH **[2015]**

|Commerce ||Carmelagiri CMI Public
School| Idukki | Kerala | 76%|

10TH **[2013]**

|Carmelagiri CMI Public School| Idukki | Kerala |
86%|

HR Executive trainee **May -June 2019**

Mahindra Holidays & Resorts Ltd,Chennai

- Update our internal databases with new employee information, including contact details and employment forms
- Gather payroll data like leaves, working hours and bank accounts
- Schedule and confirm interviews with candidates

AWARDS & ACHIEVEMENTS

- Marketing officer-IEDC 2018-2020.
- Placement officer - St.Alberts colleges,MBA department
- Won prizes for business plan in 2019
- Presented paper on Corporate Managed Panchayat in International ASK 2019
- Participated as a delegate in International Conference on Rebuild Kerala 2019.
- Core coordinator for international conferences,corporate talks and programmes in college.

INTERNSHIP & EXPERIENCE

Client Relation Executive **Present**

Santa Monica Abroad Studies Pvt.Ltd

- Document verification
- Appropriate and timely follow-ups wherever required.

Finance Executive trainee **May -June 2020**

SIMAT,Angamaly

- Check and verify documents on back reconciliation and ensure proper documentation.
- Prepare vouchers and commitment forms for the computerized system.

SKILLS

- Communication
- Team building
- Research and Strategy
- Public Speaking
- Adaptive

PERSONAL DETAIL

Name : **Ankitha Theres**

Date of Birth : **19th November 1996**

Gender : **Female**

Father's Name : **Johnson Shjan K.A**

Marital Status : **Single**

Nationality : **India**

Blood Group : **B+ve**

Religion : **Christian**

Passport No : **R0967619**

Address : **Kanjirathingal House
Pazhaganad
Kizhakkambalam P.O
686255**

Languages Known : **English
Malayalam
Tamil**

DECLARATION

I here by declare that the information furnished above is true to the best of my knowledge and belief. Given an opportunity to work in your esteemed organization,I assure you that,I will fulfill duties entrusted to me.
