



ARATHY SUGATHAN

CAREER OBJECTIVE

Be a part of an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objectives.

GET IN CONTACT

Rashidiya Dubai

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LANGUAGES KNOWN

- English Read,Write,Speak
- Malayalam Read,Write,Speak
- Tamil Speak only

COMPUTER&SOFT SKILLS

- Microsoft excel
- power point
- SAP (basics)
- SPSS

OTHER SKILLS

- communication
- good listener
- punctual
- motivator
- willingness to learn

PROJECTS UNDERTAKEN

- study on qualify of work life at mariya's exports
- organizational study at O/E/N India ltd
- A study on effect of ethical leadership on psychological empowerment

EDUCATION

CUSAT UNIVERSITY

Bhavans royal institute of managemnt(2018-2020)

Master of Business Administration

Ilahia college of arts and science(2015-2018)

MG UNIVERSITY

Bachelor of Business Administration

st.augestien's higher secondary school(2013-2018)

Higher secondary

st.sebastien's higher secondary school(2013)

SSLC

EXPERIENCE

O/E/N INDIA LTD Ernakulam, Kerala

Human resource intern

- Advised prospective employees on various tips and tricks that would assist them in gaining employment in the organization.
- Conducted several seminars for employees to update them on employee benefit options
- Updated 100+ employee records and job assignments daily.
- Relayed important messages from management to hospital employees quickly via word of mouth, memos and bulletin notices.

GEOCEL INDUSTRIES Kochi, Kerala

HR executive

- Manage and prioritize our partners' schedules to ensure that their time is focused on critical, strategic issues
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention
- Perform a variety of accounting activities, such as preparing between 10 and 20 check requests, expense reports, purchase orders, and invoices each week
- Ensure and maintain confidentiality of all communications and documentation

PERSONAL PROFILE

DOB: 22 January 1998
Gender: Female
Father's name: Sugathan k.k
marital status: Single
nationality: Indian

HOBBIES

- Dancing
- Reading
- Playing games
- Listening songs

COURSE ATTENDED

- course in fundamentals of accounting conducted by the department of management studies
- completed the SAP training in sales and distribution
- one day workshop in Microsoft excel for professionals

ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES

- participated in 38th annual national management convention conducted by KMA
- a member of the national institute of personal management(Kerala chapter)
- certificate of social service from old age India
- volunteer for the management fest Casa DE Gestao,organised by the Bhavan's royal institute of management,Kochi in 2019
- participate in work experience fair at sub district level
- participate in cultural event group dance in Kerala school kalolsavam
- participate in sports meets for running
- participate in entrepreneurship meet held by Ilahia college of management studies