**RESUME**

**SUKANYA.B**

**D/o BABURAJ. K**

**C. K. KALAM**

**PAYYALORE**

**KOLLENGODE (POST)**

**PALAKKAD (DIST)**

**KERALA – 678506**

 **E-mail:-****sukanyashylaja9895@gmail.com**

 **Mob.No :8139807988**

**OBJECTIVE:**

To be part of the challenging team which strives for the growth of the organization and which exports my potential and provide me with the opportunity to enhance my talent with an intention to be an asset to the company and to reach the peak of the professional career taken up and fulfill the responsibilities endowed upon me.

**EDUCATIONAL QUALIFICATION:**

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| --- | --- | --- | --- |
| **Course** | **Name of Institute** | **University/Board** | **% of marks** |
| **S****S.S.L.C** | **S N P S KOLLENGODE** | **C B S E** | **86** |
| **PLUS TWO** | **S N P S KOLLENGODE** | **C B S E** | **63** |
| **B A ENGLISH LITERATURE** **C** | **S N G C**  | **BHARATHIYAR UNIVERSITY****COIMBATORE** | **94** |
| **M B A MARKETING & HUMAN RESOURCES** | **EASA COLLEGE OF ENGINEERING & TECHNOLOGY**  | **ANNA UNIVERSITY CHENNAI** |  **8.7 CGP** |

**WORKING EXPERIENCE:**

|  |  |
| --- | --- |
| **Worked** | **Tata Consultancy Services Limited** |
| **Designation** | Associate Support |
| **Company Profile** | **Tata Consultancy Services Limited** (TCS) is an Indian multinational information technology (IT) service and consulting company headquartered in Mumbai, Maharashtra, India. TCS is the largest Indian company by market capitalization. |

|  |  |
| --- | --- |
| **Role** | Worked as Associate support in the Australian process Telstra. Provided a client support regarding the process. |

|  |  |
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| **Worked** | **Malabar Gold & Diamonds**  |
| **Designation** | Junior Executive Trainee (Admin) |
| **company profile** | Malabar Gold & diamonds is a BIS Certified Indian Jewellery group head quartered in Kozhikode, Kerala, India. It has more than 250 Showrooms across the Ten country at present which make it one of the largest chain of Jewellery stores in the world. |
| **Role** | Provides office and administrative support to a team, answering incoming calls; taking messages and re-directing calls as required, dealing with Email enquiries, taking minutes, dairy management and arranging appointments, booking meeting rooms and conference facilities, data entry, organising travel and accommodation for staff and customers, arranging both internal and external events, possibly maintaining the company social media accounts, provide administration support to sales, managers and senior management.  |

**PERSONAL DETAILS:**

Name : SUKANYA.B

Father’s Name : BABURAJ.K

Date of birth : 30/06/1995

Nationality : Indian

Religion : Hindu

Sex : Female

Marital Status : Unmarried

Languages known : English, Hindi, Malayalam &Tamil

**STRENGTH**

* Patience
* Hard working
* Easily adaptive
* Positive mental attitude
* Good communication skill

**EXTRA CURRICULAR**

* Reading books
* Writing dairies
* Listening music

**DECLARATION:**

 I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

Place:**KOLLENGODE** yoursfaithfully

Date:

**(SUKANYA.B)**