NAME : SUSITA SURA

ADDRESS : K.Surendran

QTR NO:35/4

Naval base

Kochi-682004

EMAIL ID : [susitasura1997@gmail.com](mailto:susitasura1997@gmail.com)

PHONE NO. : 9531875674

**CAREER OBJECTIVE** :

To work with integrity , learn and grow in an organisation where I can demonstrate my talent and enhance my skill to meet company goals and objective.

**ACADEMIC QUALIFICATION** :

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Year of passing | CGPA/Percentage |
| MBA (FIN/HR) | APJ Abdul Kalam Technological University | 2020 | 8.0 CGPA |
| B.COM (IT) | Bharathiar University | 2018 | 89% |
| Higher Secondary Education | Kendriya Vidyalaya | 2015 | 7.8 CGPA |
| 10th Education | Kendriya Vidyalaya | 2013 | 8.4 CGPA |

**TRAINING AND SEMINARS:**

* Tally.ERP9
* MS OFFICE, DATA BASE, JAVA, C and C++ Programming.
* NCC Cadet . (2009-2013)
* Participated in Wealth Health Organization – Health emergencies programme (covid19)
* Participated in talent search in Finance.
* National level symposium seminar.
* Attended SSB interview in Bangalore. (2019)

**PERSONAL STRENGTHS:**

* Decision making capacity.
* Team Management and Good team player.
* Creating ideas: Creativity.
* Communication skill.
* Positive attitude and Optimist.
* Quicker Learner and Self-Motivated.

**RESPONSIBILTY UNDERTAKEN:**

* School house team vice-captain and captain (Team Ganga)-Academic year 2011-2013.
* Coordinated a National Level Management Fest on 2019.

**INTERNSHIP:**

|  |  |  |
| --- | --- | --- |
| Company/Organisation | Job role | Date |
| Hedge Equities Ltd | Junior Research Analyst | 3 May 2019 – 3 July 2019 |
| Cochin Shipyard Ltd | Assistant HR | 2 December 2019 – 2 January 2020 |

**PORJECT DETAILS:**

* Mini project on “A study on the impact of collective bargaining in cochin shipyard limited.”
* Mini project on “A study on construction of sectoral portfolio based on automobile industry and performance for the last 3 years.”
* Main project on “A study on the effect of stress and workers performance of employees during this lockdown.”

**EXTRA CURRICULAR ACTIVITY:**

* Gold medalist in school level Volley ball tournament-2012
* Sliver medalist school level for Tag of war tournament-2014
* Photographic competitions.
* Trekking.

**LINGUISTIC PROFICIENCY:**

* English : Speak, Write, Read
* Hindi : Speak, Write, Read
* Malayalam : Speak
* Tamil : Speak, Read

# **HOBBIES:**

* Drawing
* Photography
* Gardening
* Playing badminton

# **PERSONAL DETAILS:**

Sex :Female

Date of Birth :18.04.1997

Nationality : Indian

Father’s Name : K. Surendran

Mother’s Name : Sindhu Sura

Marital status : Unmarried

**DECLARATION:**

All the above furnished details are true to the best of my knowledge and belief. I will abide by the rules and regulation of the organization.

Your’s truly

[ Susita sura]