



## **CURRICULUM VITAE**

### **Jishna Sunny**

D/O Sunny VM

Vakkottil (H)

TK Colony (P.O) TK Colony

Pookkottumpadam, Malappuram Dt.

Kerala State. 679332

### **PERSONAL PROFILE**

Date of Birth	:	04-04-2000
Religion	:	Christian
Sex	:	Female
Nationality	:	Indian
Marital status	:	Single
Languages Known	:	Malayalam, English
Contact Number	:	6238611951
Email ID	:	jishnasunny2016@gmail.com

### **CAREER OBJECTIVE**

Seeking a challenging position in the field of MBA. So as to utilize my skills for organisation and individual growth.

### **JOB RESPONSIBILITY**

- Planning and evaluating department activities.
- Maintenance employees by recruiting, selecting, orienting, and training.
- Contributes to team effort by accomplishing related results as needed.

### **EDUCATIONAL QUALIFICATION**

<b>QUALIFICATION</b>	<b>YEAR OF PASSING</b>	<b>BOARD/UNIVERSITY</b>	<b>PERCENTAGE</b>
SSLC	2015	KERALA STATE BOARD	76
PLUS TWO Humanities	2017	KERALA STATE BOARD	79
DEGREE BBA	2020	CALICUT UNIVERSITY	62

### **PROFESSIONAL QUALIFICATION**

- MBA-(2020-2022) from MG University

### **EXPERIENCE**

- 23-1-2023 – Present, Admission officer at Mary Matha College of Arts and Science College, Theni
- Internship at hedge equities (Human Resources) for two month .

### **TECHNICAL SKILLS AND ACTIVITIES**

- Computer literate with knowledge of Ms Word, PowerPoint, Excel
- Highly motivated with good management and interpersonal skills.
- Ability to perform under team and maintain social, ethical and organizational norms in job related activities.

### **DECLARATION**

I hereby declare that all the above details are true and correct to the best of my knowledge and belief. I promise you that I will be a dynamic personality who is very truthful and loyal to contribute to the organisation's goal.

Date : 5/8/2023

Place : NILAMBUR

Name: Jishna Sunny