



SRIYA SURESH KUMAR

Profile

I am seeking for an opportunity where I can utilize my potentiality and my skills for the growth of the organization.

CONTACT

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+91 81390 61555

Nationality: Indian

D.O.B: 23rd Dec 1996

Passport No.: L4904925

Languages known: English, Hindi & Malayalam

Computer skills: PC Skills, MS Office.

ACADEMIC QUALIFICATION

2018-2020: Master of Human Resource Management

Institution: De Paul Institute of Science & Technology, Kerala, India.

University: Mahatma Gandhi University, Kerala, India

Status: 2402/3200

2015-2018: Bachelor of Commerce (BCOM)

Institution: Rajagiri College of Management & Applied Sciences, Kerala, India.

University: Mahatma Gandhi University, Kerala, India.

Status: CCPA – 7.27

2014-2015 Class XII

Institution: Indian Central School, Kuwait.

Board: CBSE, New Delhi.

Status: 85%

2012 – 2013 Class X

Institution: Oriental English Medium School,

Thrissur. Board: CBSE, New Delhi.

Status: CGPA- 8.2

EXPERIENCE/ INTERNSHIP

SEPT 2022 TO PRESENT : PROVIDENCE WOMEN'S COLLEGE, KERALA, INDIA.

Position held: **Guest Lecturer** under HRM Department

JUNE 2020 TO JUNE 2022 : DERIVATION CONSTRUCTIONS, KERALA INDIA.

Position held: HR Admin

FEB 2020 TO APRIL 2020 : ALHASAWI GROUP, KUWAIT.

Position held: Intern [Internship with Project on Competency Mapping]

MAR 2019 TO APRIL 2019: ALHASAWI GROUP, KUWAIT.

Position held: Intern [Internship with Project on Job Enrichment]

MAY 2018 TO JULY 2018: DARWAZA PRINTING PRESS, KUWAIT.

Position held: Office Secretary

PROFESSIONAL EXPERTISE:

- Preparing Job order, purchase order, quotations and attendance handling.
- On boarding Process, Resume segregation, Analysis of training evaluation forms.
- Scheduling Interview for the candidates.
- Business empanelment, client acquisition, candidate sourcing, candidate screening, preliminary interview and all documentation.
- Lecturing and Training students, coordinating various events conducted by college, students and department.
- Performed as exam invigilator for various examination.

ACCOMPLISHMENTS:

- School subject topper for Informatics with 99%.
- Active participation in national level management fest "Daksh 2019" by De Paul Institute of Science & Technology as an Event Coordinator.
- Completed Interview skills online course offered by TCS iON, Digital Learning Hub.
- TCS National Qualifier Test Cognitive Skills Score: 69.21%.

Reference:

- Nisha Ann Jacob, Assistant Professor, De Paul of Science & Technology (DiST), Angamaly, Kerala. (+91 96450 90441), Email Id: nishaannjacob@depaul.edu.in