

CURRICULAM VITAE

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CAREER OBJECTIVE

To work in a healthy competitive growth oriented environment where performance is rewarded. I assure to be an efficient and dynamic member of the organization, and will work and contribute for development of the organization.

QUALIFICATION

- Master of Business Administration from Mahatma Gandhi University, Kerala, India.
Major: Human Resource Management
Minor: Marketing Management
- Bachelor of Commerce from Mahatma Gandhi University, Kerala, India
Travel and Tourism
- Diploma in Aviation Hospitality and Travel Management from Frankfinn Institute of Airhostess Training

SUMMER INTERNSHIP

- **NEETHI COCONUT OIL MILLS, KERALA, INDIA**
Worked on project titled **Satisfaction on Training and Development programmes conducted**
Organizational study

INDUSTRIAL EXPOSURE

- Visited **Eastern Group of Companies , Kerala , India** for practical exposure

PAPER PRESENTED

- Presented a research paper titled “**Emotional Intelligence**” in the National Conference on “ Emerging dimensions in management” organized by the department of commerce and management, Karpagam University, Coimbatore on February 1, 2013 , and the article being published in journal.

PREVIOUS EXPERIENCES

Profile: Management Faculty

Institution: Nirmala College of Information Technology ,Chalaky, India

Duration: June 2014 - January 2017

- An innovative and knowledgeable professional having 2 years of experience as college lecturer
- Preparing the year plans for the subjects
- Regular participation in committees and effective partner in decision making on academic and non academic areas
- Excellent knowledge in various management subjects and proficient in giving conceptual knowledge
- Well known and act as a Mentor, ideal and able lecturer with leadership qualities
- Monitoring attendance and holding class in charge
- Project in charge and Project Guide for BBA and MBA students
- Helping to build a rapport between Management and students through effective feedback system
- Co-Ordinated Activity for Dept.Of Management to make the students capable for GD,Seminars,Debates ,Case studies etc
- Co- Ordinating Social Visits,Educational and Industrial Visits for various Charitable and Industrial Institutions
- Adopting different teaching styles to motivate students
- Preparing question papers for Term Examinations
- Meeting with parents to communicate student's progress and feedback
- Solving problems of students through proper counseling
- Conducting Job Fair
- Coordinating Co curricular activities.
- Judged various Intra Collegiate Management Presentations.

Key Areas of Teaching as per University Syllabus for respective Courses

1. Human Resource Management
2. Marketing Management
3. Training and Development
4. Human Resource Planning
5. Principles Of Management
6. Marketing Management
7. Business Communication
8. Business Ethics
9. Travel Agency and Tour Operations Business
10. Hospitality Management and Public Relations
11. Managerial Communication

CO -ORDINATED IN ACTIVITIES

- **Sprouting Legends 2014**-Fresher's Day Celebration
- **Zignasa 2014**- Intra Collegiate Best Management Team Contest
- **Success Mantra'14**- Intra Collegiate Brand Presentation
- **Redue,Reuse,Recycle'15**- Intra Collegiate Waste Management Competition
- **Kurukshetra'15**-Intra Collegiate Best Management Team Contest

Profile: Client Service Cordinator

Company: Anvita Tours 2 Health Pvt Ltd , India

Duration: November 2013 – April 2014

- Handling clients websites
- Preparing plans for hosting websites
- Allocation of duties to team leaders
- Handling customer complaints and ensuring customer satisfaction
- Marketing companies new services
- Assisting Administration ,Accounts and Human Resource Departments
- Preparing Invoices and sending to the clients for payment
- Collecting payments from the clients
- Conducting first level interviews and test for the candidates
- Allocating duties to sales representatives
- Coordinated the event 'MEDETALKS'14' Insights into Healthcare Marketing and Management

KEY SKILLS

- Good listener
- Love Team work
- Self confident
- Good Presentation skill
- Good Interpersonal skill
- Good Observer
- Adaptable
- Disciplined
- Committed
- Ability to grasp new ideas

LINGUAL PROFICIENCY

- English
- Malayalam

PERSONAL PROFILE

DATE OF BIRTH : 19.11.1990
GENDER : FEMALE
NATIONALITY : INDIAN
MARITAL STATUS : MARRIED
EMAIL ID : mammus.thilak@gmail.com

References will be furnished upon request.