

NEETHU S JAYAN

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PERSONAL STATEMENT

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand

WORK EXPERIENCE

MIS HEAD

Malankara Social Service Society

July 2022 - November 2023

- Handled both Kaushal Bharat and ERP websites for Central and State Government Projects respectively.
- Identified issues, analyzed information and provided solutions to problems. Resolved conflicts and negotiated mutually beneficial agreements between Central/State Government and Management.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Prepared variety of different written communications, reports and documents.

PROJECT TRAINER & CENTRE HEAD

Malankara Social Service Society

September 2019 - July 2022

- As Centre Head made sure that the day-to-day activities of the centre were carried out in a proper manner.
- Incorporated progressive teaching methods to instruct a total of more than 200 students
- Held sessions with fellow educators to collaborate and share information with the objective of improving student success.
- Led projects and analyzed data to identify opportunities for improvement. Used coordination and planning skills to achieve results according to schedule.

RESEARCH ANALYST

ECESIS BPO Pvt Ltd

November 2018 - March 2019

- Assessed business needs of BPO clients and determined the required resources and strategies necessary to satisfy customers.
- Analyzed statistical data using both modern and traditional methods. Interpreted data and made recommendations from findings.

HR Intern

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June 2018 - August 2018

- Filed paperwork, sorted and delivered mail and maintained office organization.
 - Worked with team to coordinate company events.
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EDUCATION

MA English Literature Indira Gandhi Open University, India	2022-Present
Master of Business Administration Cochin University of Science & Technology, India	2016 - 2018
Bachelor of Business Administration University of Kerala, India	2013 - 2016
Professional Diploma in Civil Engineering Continuing Education Cell, University of Kerala, India	2014 - 2015

CERTIFICATION

TEFL Certification World TESOL Academy, UK	2021
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SKILLS

- Excellent written communication skills, with the ability to communicate clearly and concisely in written form.
 - Highly organized, with a strong attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
 - Proficient in Microsoft Office, including Word, Excel, and PowerPoint.
 - Skilled in project management and planning, with experience in coordinating team efforts and ensuring meeting deadlines.
 - Multilingual with proficiency in English, Malayalam, Tamil, Hindi and beginner level in French & German.
 - Strong time management skills, with the ability to prioritize tasks and meet tight deadlines while maintaining a high level of quality and accuracy.
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HOBBIES AND INTERESTS

- Film enthusiast : I enjoy watching movies from different languages
 - Travelling : I enjoy experiencing new cultures and cuisines.
 - Cooking : I like to cook different dishes and try new recipes.
 - Art & Crafts : I enjoy doing craft works and ornaments designing.
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REFERENCES

References are available on request.