



## EDUCATION

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### CALICUT UNIVERSITY

Bachelor's Degree in Business Administration  
2019 – 2021

### PLUS TWO

GVHSS AMBALAVAYAL  
78% MARKS

### SSLC

GVHSS AMBALAVAYAL  
80%

## SKILLS

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- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## PROFESSIONAL EXPERIENCE

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### MANAGER

SOUPARNIKA SHOPPING COMPLEX | 2023 – Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

### PURCHASE MANAGER

KECO Consultancy | 2022 – 2023

- managed purchases around 25 lacks
- managed 20 staffs
- cost controls

### PURCHASE MANAGER

livblends hospitality 2021-2022

- controlled purchases
- managed 35 staffs

## LANGUAGES

- HINDI
- ENGLISH
- MALAYALAM