

HELENA ELIZABETH TOMY

Manimalethu House, Vechoochira PO, Pathanamthitta (Dist), 686511

Email id: helenajul7@gmail.com

OBJECTIVE

Seeking an opportunity with a reputable company that will utilize my expertise.

SKILLS

Leadership skills, Communication skills, Decision Making.

EXTRACURRICULAR ACTIVITIES

Conducted Social Responsibility Programs, Volunteered College Fests.

EXPERIENCE

Associate Account Manager, Manimalethu Crusher Metal Industries, Vechoochira, Kerala, India (March 2020-Present).

- Maintaining daily office tasks and duties.
- Reviewing different project contracts.
- Quoting various estimates to business.

Intern, Manimalethu Crusher Metal Industries, Vechoochira, Kerala, India (April 2018-August 2018).

- Maintained daily office tasks and duties.

EDUCATION

<u>Institution</u>	<u>Qualification</u>	<u>Year of passing</u>	<u>Percentage scored</u>
Rajagiri College of Management & Applied Sciences, Kakkanad, Kerala, India.	M-COM	2020	-
Rajagiri College of Management & Applied Sciences, Kakkanad, Kerala, India.	<u>B-COM</u>	2018	68.5 %
Montfort School, Anakkara, Anakkara, Kerala, India.	<u>CLASS 12</u>	2015	89 %
Little Flower Public School & Junior College, Kollamula, Kerala, India.	<u>CLASS 10</u>	2013	89 %

LANGUAGES

- English
- Malayalam