



RAINA MOL JOY

ELLICKAL H BHOOTHATHENKETTU PO KOTHAMANGALAM ERNAKULAM
9072034350 | joyraina2@gmail.com

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Indira Gandhi Group of Institute** 2020 -
Students coordinator
Coordinate communications, track and follow up on requests, greeted customers and made them feel welcome
- **Hindustan power limited** 2015 - 2019
Assistant Manager
Teamwork and collaboration, Leadership, critical thinking and problem solving, communication, people skill
- **Aabasoft pvt limited** 2015 - 2015
Telecaller
Communication skills, organization skills, time management, active listening skills, positive attitude

Education

- **International School of Development** 2021
Hospital Administration
- **Gnanamani college of technology** 2011-2015
Bachelor of Engineering
- **St. stephens Higher secondary school, keerampara** 2009-2011
HSE
- **T.V Joseph memorilal high school pindimana ,chelad** 2009
SSLC

Skills

- Communication, Team building Problem Solving

Language

- Malayalam English Tamil (speak only) Hindi (read and write)

Activities

- Reading Books Listen to free music

Personal Details

- Date of Birth : 14-05-1994
- Marital Status : Single
- Nationality : Indian

Additional Information

I completed three months course for vocational skill building programme on Retail sales from 29 June 2019 to 24 September 2019 at ICICI Academy for skills ,kochi