



Rinku Jacob

Phone: 9207039466,9326877982

Email: rinkujacob123@gmail.com

Career Objective

To have a growth oriented and challenging career, where I can contribute my knowledge and skills for the growth of organization and enhance my experience through continuous learning.

Skills Summary

- Strong motivation skills, quick and self learning ability, hardworking, confidence and personal integrity are my most important aspects.
- Responds positively to a challenge with patience and tolerance.
- Disciplined, Dedicated, Sincere and Loyal. Excellent verbal and written communications skills enhancing
- Strong decision making skills.
- Possess co-ordination and problem solving skills.
- Respect for others and their differences.

Technical Skills

- Handling HR Department & Taking Employees Interview
- Knowledge of Administration & Facilities.
- Knowledge of Email and Internet Operations
- Computer Proficient with Windows Application

Languages Known

English, Malayalam, Kannada, Tamil

Personal Data

Sex : Female
Date of Birth : 07/01/1990
Nationality : Indian
Religion : Christian, Marthomite
Marital Status : Married
Address : Narithookil House
P.O., Madukkunnu
Madukkunnu
Pala 5th mile
Kottayam
PIN: 652267

Educational Qualifications

- SSLC from State Board of Kerala in year 2005-2006 with 65%
- Plus Two from State Board of Kerala in year 2007-2008 with 75%
- Bsc Medical from Rajeev Gandhi University in year 2008-2012 with 60%
- BBA Administration Human Resource in year 2014-2016 with 71.6% (Grade B)
- MBA Studying correspondence in Albedo School of Business Management(2020- Present)

Professional Experience

- Accenture IT Company , Bangalore (Quantum CorpHealth Pvt.Ltd in May 2016- May 2017
- Apollo Hospital & Medical Centre, Bannerghatta, Bangalore in year 2012-2013
- Hinduja Global Solution (HGS) , Electronic city , Bangalore in July 2017-December 2017.
- Malanadu News & Mangalam Television Channel , Kochi in January 2018- December 2020

Reference

- Will be provided on request

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.