


JEETHU V

MBA graduate specialized in HR and Finance with a strong academic background and one year as a Teaching Assistant for an online MBA program. With my commitment to continuous learning, I am eager to transition into a dynamic business role where I can leverage my analytical and critical thinking skills for enabling impactful projects and data-driven decisions.



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 Dubai

Education

- **Master of Business Administration (MBA) In Finance and HR** August 2022
MES College of Engineering, Kuttippuram, Kerala | KTU
- **Bachelor of Commerce Specialized in Co-operation** June 2020
Calicut University

Professional Experience

Teaching Assistant – MBA

October 2022 – February 2024

Amrita AHEAD Online, Amrita Vishwa Vidyapeetham

- Utilized MS Office applications proficiently to develop and format educational content, ensuring a high standard of presentation and accessibility.
- Supplied technical support to both teachers and students in the use of educational technology and software, displaying adaptability to diverse tools.
- Worked closely with faculty, students, and administrative staff, highlighting the ability to collaborate with diverse stakeholders.
- Orchestrated seamless email correspondence with students, academic departments, and reporting officers, ensuring efficient and clear communication.

HR Intern

December 2021

Moto Torque, Bangalore

- Provided administrative support Online to the HR department
- Assisted in various tasks related to recruitment and employee management

Academic Projects

- **A STUDY ON WORK LIFE BALANCE OF EMPLOYEES IN CONSUMERFED, KOZHIKODE REGION - 2022**
- **A STUDY ON JOB SATISFACTION OF EMPLOYEES IN INDUS MOTORS, NALLALAM, KOZHIKODE – 2016**

Certifications

- Human Resources : Payroll : SHRM
- Excel : Pivot Table for beginners : LinkedIn
- Excel Skills for Business Essentials: Coursera
- Entrepreneurship and IP Strategy : NPTEL-IIT Kharagpur
- Accounts Assistant using Tally
- PDCFA (Professional Diploma in Computerized Financial Accounting)

Skills

Learning Management System

Payroll

MS Office

Presentation Skills

Risk Management

Research Skills

Continuous Learning

Adaptability

People Skills

Tally

Financial Accounting

Financial Statement

Languages

- English
- Malayalam
- Hindi

Declaration

I hereby declare that all the information provided above is accurate and complete.

JEETHU V

References are available on request.