

PRETTY SARA BABU



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Mobile: 0529479049
Visa Status- Visiting Visa
Umm Al Quwain

Personal Profile

Date of Birth : 16-01-1995

Gender : Female

Marital Status : Single

Nationality : Indian

SOCIAL LINK

LINKEDIN-
<http://www.linkedin.com/in/pretty-sara-babu-50337a176>

STRENGTHS

- Self-motivation and strong leadership.
- Good team player and can work under pressure.
- Dedicated and very good decision maker.
- Able to handle multiple assignments.

OBJECTIVE

Aspire to work in a stimulating environment through continuous learning process by delivering the best of my efforts, skills and keeping myself dynamic with the changing scenario.

WORK EXPERIENCE

- **Formax Electronics Private Limited-New Delhi**
Post: Vendor Support Relation (March2020- September2020)
 - Examine the order and the quotation and provide acknowledgement of the same to the customers.
 - Generate online e-way bills, coordinate with transporter for dispatching of materials.
 - Provide solutions to the complaints raised by the vendors, if any and answer queries regularly.
- **Confederation of Indian Industry-New Delhi**
Post: Intern (September 2019-March 2020)
 - Maintaining Database of Councils/Committees/Events and managed communication for business development.
 - Managing the activities on MY CII like event registration, purchase requisition database management etc.
 - Worked on Various Presentation.
 - Managing the social media profile in order to promote events.
 - Coordination for collection of payment.
 - Manage ERP.
 - Delegate promotion for events, conference, seminars etc.
 - Provide updates and support day to day work to department's staff needs.

ACADEMIC RECORD

- **MBA – FINANCE AND MARKETING**
DCSMAT, KERALA
2018
- **B.COM WITH COMPUTER APPLICATION**
VNS COLLEGE OF ARTS AND SCIENCE
KERALA
2016

Linguistics Proficiency

English

- ☒ Speaking
- ☒ Writing
- ☒ Reading

Malayalam

- ☒ Speaking
- ☒ Writing
- ☒ Reading

Hindi

- ☒ Speaking

ACADEMIC PROJECT EXPOSURE

- **MBA (Final Project According to Specialization)**

Janatha Service Co-operative Bank, V. Kottayam.

Topic: Evaluating Performance of Service Co-operative Bank.

- **MBA (Mini Project)**

NJS Herbal Isolates Pvt.Ltd, V. Kottayam.

Topic: Organization Study.

- **B.com With Computer Application**

Enjaves Spices and Chemicals Pvt.Ltd, V. Kottayam

Topic: Job Satisfaction of Employees.

ADD ON COURSE

- Data Analysis.
- Digital Marketing.
- Competitive Intelligence and Advanced Technology.

COMPUTER SKILLS

- MS PowerPoint: PRESENTATION DESIGN, ANIMATION.
- MS Word: PAGE SETUP, TEXT FORMATTING, EDITING.
- MS Excel: V LOOKUP, H LOOKUP, DATAVALIDATION, HYPERLINK, FORMATTING, PIVOT TABLE.
- MS Outlook
- Tally ERP 9

CO-CURRICULAR ACTIVITIES

- Athlete in school levels.
- Participated in youth festivals.
- Elected as student coordinator in college election.
- Conducted Biggest Management Fest (LUMINANCE 2K17) and member of Registration Committee.
- Club Member of Aventura DCSMAT.
- First Runner up in Marathon which was conducted by DCSMAT.