

# REHANA P A

## CAREER SUMMARY

A highly motivated & goal-oriented professional with 6+ years of experience. Adept in meeting performance & customer service objectives. Good communication and interpersonal skills. Customer-focused with an ability to build strong relationships with customers. Logical thinker with the ability to quickly grasp intricate issues. Proven the track record of improving the progress of struggling students and increasing the academic performance of the students.

## CONTACT

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## SEEKING JOB POSITIONS

- HR Assistant
- HR OPERATION Analyst
- Customer Service
- Administration
- Learning and Development Coordinator
- Talent Acquisition Specialist
- Financial Analyst
- Management Consultant
- Business operations

## CORE COMPETENCIES AND STRENGTHS

- Strategic and financial planning
- Positive attitude
- Interpersonal skills
- Strong analytical skills
- Excellent communication skills
- Time management skills
- Motivation skills
- Ability to work in team as well as individual.

## WORK EXPERIENCE

### **ASSISTANT PROFESSOR - 07/2016 TO 05/2020**

#### **ILM COLLEGE OF ENGINEERING, METHALA**

- Analytic and versatile thinker, effective at developing and implementing creative ideas.
- Got appreciation and rewards many times for achieving 100% result.
- Experience in conducting technical and creative events in the campus.
- Organizing the placement programs and achieved a better result of 85% success.

### **COMMUNICATIVE ENGLISH TUTOR - 06 / 2015 TO 03 / 2016**

#### **ILAHIA PUBLIC SCHOOL (C B S E), COCHIN, INDIA**

- Successful and self- confident in presentation; establish a positive social environment.
- Analytic and versatile thinker, effective at developing and implementing creative ideas.
- Ability to inspire the students for desired result in language teaching task.
- Encouraged students to be understanding with others.

### **ASSOCIATE AUDITOR - 07 / 2012 TO 03 / 2014**

#### **KPMG GLOBAL DELIVERY CENTRE, COCHIN, INDIA**

- Analysing current and past financial data and performance
- Preparing reports and projections based on this analysis
- Exploring investment opportunities
- Establishing and evaluating profit plans

- Identifying trends in financial performance and providing recommendations for improvement.
- Coordinating with other members of the finance team to review financial information and forecasts.

### **EDUCATION**

MBA – Human Resource – 2012  
MES IMAT, MG University  
Kerala, India

Bachelor of Business Administration -  
2010  
MES College, MG University  
Kerala, India

### **PERSONAL DETAILS**

Date of Birth: 8th October 1990  
Languages Known: Malayalam, Hindi,  
English  
Marital Status: Married  
Nationality: Indian

### **PASSPORT DETAILS**

No. : B6708714  
Place of issue: Cochin  
Date of expiry: 29/10/2033

### **OTHER SKILLS**

Computer Knowledge:  
Micro soft Office Suite (Word,  
Excel, Power Point)

### **AMBITION /DESIRES**

Always ready to learn the unlearned things. Love to take jobs and tasks never done before. Grasp quickly whatever is being taught/explained. Always keeps looking to explore whatever is being unexplored. Loves discipline.

### **CERTIFICATION**

Career oriented Add on programme - Computerized Accounting and Taxation (2009)

### **REFERENCE**

Available upon request.