



**Rebecca Oshin O F**

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## **CAREER OBJECTIVE**

To continuously improve my knowledge, skills and experience by getting involved in work environment and work hard with full dedication for the achievement of organization to best of my ability.

## **EDUCATIONAL QUALIFICATIONS**

- ❖ **Master of Business Administration (MBA)** from MG University in the year of 2017
- ❖ **Bachelor of Computer Application (BCA)** from Kerala University in the year 2014.

## **WORK EXPERIENCES**

- **Worked as Technical Assistant in Marine office, Xship Kochi, Kerala (2018-2022)**
- **Worked as Project Coordinator (Temporary), Braahmam (Experience in Business Manager Plunet, Smartling)(2021-2022)**
  - End to End Localisation.
  - Initiating, Executing and Closing Projects.
  - Manage team of Freelancers.
  - Vendor database Updation.
  - Check with freelancers about tasks assigned and complete within deadline.
  - Invoicing.
- **Working as Translator, Proofreader, Voice Over, Transcription Language Pairs : English, Malayalam (2017-Current) (Smartcat, Prabandhak, Wordfast)**
- **Worked as IT recruiter trainee in Thomas Mount consulting Pvt Ltd, Kochi**
  - Conducting interviews for the shortlisted candidates
  - Designing and implementing the overall recruiting strategy
  - Sourcing and attracting candidates by using databases, social media etc
  - Conducting interviews and filtering candidates for open positions

## ACHIVEMENTS & ACTIVITIES

- Participated in Excel Workshop
- Industrial Visit in Malaysia and Thailand
- Participated in Panel Discussion
- Participated in Event Management and Cultural Programme
- Participated in Management Fest in different colleges

## ACADAMIC PROJECT DETAILS

- Done major project in BCA based on asp.net
- Done organization Study in MAYUKA UPS Pvt. Ltd in Bangalore.
- Done major project in GERDAU STEEL Pvt. Ltd in Bangalore.

## KEY SKILLS

- Proficient with Microsoft Word, Excel, and Power Point
- Skilled with Programming languages: Java, VB, HTML and SQL
- Familiar with Tally, Photoshop

## STRENGTHS

- Self Confidence
- Willing to learn new Technologies
- Easy to Adaptation.

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## **PERSONAL PROFILE**

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Date of Birth : 19/10/1993  
Marital Status : Married  
Languages Known : English, Malayalam and Hindi  
References : Available on request

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## **DECLARATION**

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I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the above particulars.

**Date: 18-04-2022**

**Rebecca Oshin**