

MARY GREASHMA

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OBJECTIVE

To be potential resource to the organization where I can utilize all my skills and knowledge which helps the organization grow and further enhance my growth profile. It would be my never-ending dedication to maintain the spectrum of integrity, honest and character.

BASIC QUALIFICATION

- **Skill Diploma in Counseling Psychology**
Prathyasa College of Mind Management
Board/University: Jainx University
Year of Pass: 2023
- **MBA-HRM**
St. Thomas College
Board/University: Bharathiar University
Year of Pass: 2016
- **BA- English Literature**
St. Thomas College
Board/University: MG University
Year of Year: 2014
- **Plus Two**
Eashobhavan
Board/University: MG University
Year of Passing: 2011
- **SSLC**
CCPLM Anglo Indian High School
Board/University: Kerala Board of Public Examination
Year of Passing : 2009

TECHNICAL QUALIFICATION

- Excel
- Word
- DCPA

COUNSELLING SKILLS & EXPERIENCE

- Conduct individual, family, and group counseling sessions
- Problem solving
- Mental health Support
- Strong communication
- Case management
- Treatment planning
- Tracking patient progress
- Practiced Therapies

Experienced in helping patients with anxiety, mood, eating disorder, PPD, Alcoholism, PTSD so on. Proven success in helping client gain insight and understanding their situation/condition. Have gone through 20+ case studies. Practiced to give **JPMR** (Jacobson Progressive Muscle Relaxation) is one of the simplest and easiest techniques of relaxation which reduce stress and build awareness of sensations of tension and deep relaxation in various muscle groups.

WORK EXPERIENCE

ORGANIZATION : ST. FRANCIS COLLEGE (July 2021 to Present)

JOB PROFILE : ADMIN

RESPONSIBILITIES:

- All Students Fees updating
- Fees auditing
- UG & PG College Application works
- Assist in creating college domain
- Authorized person for college domain
- Giving approval for the application
- Concession & Scholarship Updating
- Application works of University

- Assisting in other University work
- Taking care of College/Staffs original documents
- Issuing Bonafide & Loan Letters
- Maintaining Staffs Service Book
- Maintaining Salary Register
- Record Keeping
- Counseling
- Other office works

ORGANIZATION : **AHR Aviation Campus (June 2019 to April 2020)**

JOB PROFILE : **VICE PRINCIPAL**

RESPONSIBILITIES:

- Staffs and Students coordination
- Taking classes
- Conducting mock interviews, seminars, exams
- Fees updating
- Counseling
- Attendance record keeping
- Daily workreport keeping
- Office management & other office works
- Leadership

ORGANIZATION : **VIDALHEALTH TPA (May2017- April2019)**

JOB PROFILE : **ProcessorExecutive cumAuditor**

RESPONSIBILITIES:

- Auditing Shortfall Files
- Coding, Billing
- Rejectionconcurrent
- Claims Status Updating
- Processing Healthcheckup Claims
- Processing IBA Claims
- Processing Network Claims
- Giving Training to the new candidates
- Solving issues, so on

ORGANIZATION : WYSWYG TECHNOLOGIES
JOB PROFILE : Centre Head (August 2016- December 2016)
RESPONSIBILITIES:

- Leadership
- Counseling
- Scheduling Exams and Interviews
- Conducting Mock Interview
- Scheduling and co-coordinating Airport Visit, Training, Trips so on
- Dealing Accounts
- Taking classes

ORGANIZATION : AUTODESK CADCENTRE
JOB PROFILE : Franchisee Support Manager(June2015-July 2016)
RESPONSIBILITIES:

- Co-ordination
- Generating course id for students
- Generating Project, Event and Course Certifications
- Generating Autodesk Certificates &CAD Centre Certificates for all Franchisees
- Take Care of Students Course Materials
- Preparing Monthly Bills for the Franchisees
- Solving &Correcting the Doubts and Mistakes among the centers.
- Leadership
- Dealing Accounts

ORGANIZATION : SBI CREDIT CARD (February 2015- April 2015)
JOB PROFILE : BRE (Branch Executive)
RESPONSIBILITIES:

- CO-ORDINATION
- SALES

PERSONAL INFORMATION

Date of Birth	:	17/07/1993
Sex	:	Female

Nationality	:	Indian
Native Place	:	Ernakulam, Kerala
Current place	:	Muthanallur, Bangalore
Religion & Caste	:	Christian, Latin Catholic
Marital Status	:	Married
Husband's Name	:	Dinto Tom
Father's Name		C.X Antony
Passport No.	:	U7761802

PERSONAL PROFILE

- A person who values professionalism and dedication, hardworking, dynamic, and result oriented, and pleasing personality. Positive approach to all issues with a passion to listen carefully and make appropriate decisions.
- Good interpersonal skills.
- Quick Learner
- Problem solving abilities
- Positive attitude
- Report making capabilities
- Team player
- Can speak English, Malayalam and Tamil, Kannada (Beginner)

DECLARATION

I am confident that my exposure and knowledge will enable me to contribute towards, the success of the business and will increase the revenue and profit of the organization. I hereby declare that all information given above is true and best of my knowledge.

MARY GREASHMA

Date: 11-01-2024