



## OTTINA TREASA MENDEZ

18/2454 Parry Jn, near K.S.F.E

Cochin - 682005

E-Mail-Id :ottina@teresas.ac.in

### PERSONAL DATA

Date of Birth	21.8.1988
Age	30
Sex	Female
Nationality	Indian
Religion	Anglo Indian ( Latin catholic)
Mother Tongue	English

### REFERENCE:

1. DR. ELSAMMA JOSEPH –  
RTD. ASSOCIATE  
PROFESSOR  
RTD PROFESSOR,  
DEPARTMENT OF  
COMMERCE  
ST.TERESA’S COLLEGE  
ERNAKULAM  
PH.NO. 9400176021  
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2. DR. PETER K. T –  
ASSOCIATE PROFESSOR  
DEPARTMENT OF  
COMMERCE  
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[ktpeter2011@gmail.com](mailto:ktpeter2011@gmail.com)

### PROFICIENCY IN LANGUAGE:

ENGLISH	( S, W, R )
HINDI	( S, W, R )
MALAYALAM	( S ,W, R )
FRENCH	( W.R )

# CURRICULUM VITAE

### OBJECTIVE

To pursue my career as a young, talented, hard working, sincere employee and be true to my post and to gain exceptional career move ahead through long efforts and performance regularity. To enhance my knowledge at every step and to work for the betterment of my students, my department and my college in which I work.

### ACADEMIC CREDENTIALS

Board	Institution	Year of Passing	Percentage of marks
S.S.L.C	St.Mary’s A.I.G.H.S	2004	84 %
H.S.E.	St.Teresa’s.C.G. H.S.S	2006	88 %

Qualification	Institution	University	Percentage of marks
BACHELOR OF COMMERCE (BCOM)	St.Teresa’s College	MG University (2009)	82 %
MASTER OF COMMERCE (MCOM)	St.Albert’s College	MG University (2011)	83.7%
MASTER OF PHILOSOPHY (MPhil)	Scared Hearts College	M.G university	

C.A FOUNDATION PASSED

## SUMMARY OF QUALIFICATIONS:

- Consistent and outstanding academic records throughout my education
- Good communicational skills
- Managerial and organizational skills
- Perfect knowledge about the common job duties of a employee and ability to perform them efficiently
- Been a part of Zejon Refrigeration's for 9 months as an Asst. Administrator.
- Served as a faculty in kappans school of accounting for ACCA and B.com courses
- Served as a guest faculty in St. Teresa's B.com regular for 1 yr
- Currently working in St. Teresa's as a faculty of commerce self financing department
- Organized zeitgeist college commerce fest event 2012,EMPORIUM 2015,INSPIRO 2016
- Organized bank coaching classes for students 2014
- Currently in charge of the commerce association activities
- Organized industrial vist's for B.com students 2016 onwards
- Organized Internship programmes 2016 onwards
- Coordinated TROP activities in the Department from 2017-2020
- Organized National Seminar 2018
- Member of College TRACC Team
- Member of College MARG Team
- Member of the STEP Team.

## CAREER CONTOUR

- Currently working as an Assistant Professor in Department of Commerce Self Financing.
- June 2017-2019 August worked in **St Teresa's college** on hourly basis and provided consultancy services in **Kappan's School of Accountancy and Management**
- September 2013 to 2016 (full time)  
Working as Faculty in **St Teresa's College** the P.G Department of Commerce
- June 2013 - September 2013,  
ACCA and B.com courses at **Kappan's School of Accountancy and Management**
- June 2012 to April 2013  
Worked as a guest faculty in **St.Teresa's College** B.com Regular
- March 2012 to June 2012  
Worked as a faculty in **Kendriya Vidyalaya H.S.E**  
June 2011 to February 2012  
Worked with ZEJON as a Asst.Administator
- June 2008 to March 2014  
Served as a Sunday class teacher in **Vachana Nikethan** St.Sebastian Church Thoppumpady

## **EXTRA CURRICULAR ACCOLADES**

- Class Representative from classes 1 to degree
- House captain in school class 10
- Presented a paper at National Seminar
- Won prizes in Essay competitions at school and college level
- Won prizes in mind's eye competitions
- Won most friendly student
- Written commerce articles in cognizant publications
- Working in Rozarios Event Management company as a partner.

## **SOFTWARE SKILLS**

- MS Word.
- MS Excel.
- MS PowerPoint.
- Tally.

## **INTERESTS AND HOBBIES**

- Active participation in Navigators of Jesus
- Conducted children's summer camps, Retreats in churches
- Choreograph Christian hymns
- Organize Action songs and skits
- Event management
- Florist
- Recycling and making creative things

## **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief.

**Place** : ERNAKULAM

Yours Sincerely

**Date** : 01-11-2020

**OTTINA TREASA MENDEZ**