

Resume

Nima Thankachan

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Adimaly p. o

Idukki

Kerala

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Carrer Objective

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance knowledge and utilizing skills towards the growth of the organization.

Academics

Qualification	Board/University	Institution	Percentage/Cgpa
MBA	A.p.j Abdul kalam technical university	Viswajyothi college of engineering technology Vazakulam, Muvattupuzha	7.24
B.COM (Computer application)	Mahatma Gandhi university kottayam	Mar Baselios college Adimaly,Idukki	72%
PLUS TWO	Kerala board of examinations	Fathima matha girls higher secondary school koompanpara Idukki	85%
SSLC	Kerala board of examination	Shri Vivekananda vidyasadan english medium high school Adimaly ,Idukki	75%

Technical skills

- ✚ Good in Microsoft office tools
- ✚ Good in basic of accounting

Project

- ✚ A comparative study on various housing loan on private sector bank and public sector bank(2018)

- ✚ A study on training and development of employees in bank special reference to co-operative bank(2017)
- ✚ Impact on e-commerce on rural youth special references to Adimaly Panchayat.(2016)

Intenship

2 months internship at Eastern condiments private Ltd Adimaly in accounts.

Experience

Worked as Hr executive Oxynoa services Corps India Pvt. Ltd Muvattupuzha from December to May 2019.

Job role

- ✚ Attending enquiry calls of candidate regarding jobs
- ✚ Posting jobs in website and social media
- ✚ Collecting the job details from hr. of respective firms.
- ✚ Selecting the right candidate from job sites according to the jobs
- ✚ Scheduling interviews.
- ✚ Sending call letter
- ✚ Sending offer letter
- ✚ Collecting payments from candidates
- ✚ Giving proper guidelines to marketing staff
- ✚ Calculation of TA for marketing staff.

Areas of Interest

Finance &Hr

Personal strengths

- ✚ Smart worker
- ✚ Patient
- ✚ Team worker
- ✚ Disciplined
- ✚ Passionate and energetic

Extra curricular activity

Participated in various arts competition in school level and got prize

Meetings and conference

- ✚ participated in union budget analysis conducted by cochin chamber of commerce
- ✚ participated meeting conducted by Kerala management association

Certificate

Certificate in international financial reporting standard (2018)

Language

English
Malayalam

Date Of Birth

20/7/1995

Reference

Available on request

Nima Thankachan