**NIMISHA ANN JAYAN**

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# *Objective*

To be a part of dynamic environment and looking at professional growth by way of harmonizing the organizational goals with personal goals. Here’s what I am willing to provide to the organization:

* Dedication and Hard Work
* Enthusiasm & Positive Attitude

# *Profile summary*

* Basic knowledge in HR activities like Employee Relationship, Employee Retention, Induction, Exit interview, Performance appraisal, Administration etc.
* Conversant with execution day to day HR activities in coordination with external/internal departments for smooth business operations.
* Capable to relate and build a harmonious relationship with people across all the hierarchical levels in the organization.
* **Good head-hunter by choosing top management professionals for different organization.**
* **Abilities training needs across level through mapping of skills particular position and analysis of existing level of competencies.**
* **An effective communicator with good analytical logical skills and an ability to relate people at any level of the business, accomplish set revenue and business targets.**

# *Education*

* MBA (Human Resource) from Viswajyothi College of Engg.& Technology, Vazhakulam, MG University Kottayam, 2015 secured 70%
* BBA from Jai Bharath Arts & Science College, Arackappady, MG University Kottayam, 2011 secured 60 %
* H.Sc from Ilahia Public School, Muvattupuzha, 2008 secured 60%
* SSLC from Campion School, Edappally, 2006 secured 67%

# *Academic Projects/Intern*

* Organization study in Kitex Limited, Kizhakkambalam
  + Duration : 1 Month
* Project study in WFB Baird and Company (India) Pvt. Ltd.
  + Duration : 2 month

# *IT Skills*

* Well versed with Windows and MS Office
* Conversant with Internet skills
* Excellent in Internet applications

# *Other curricular activities*

* Student coordinator for various events in college.
* Participated in Management Fest.

# *Hobbies /Interests*

* Driving
* Listening to music
* Reading Books

# *Personal profile*

* Date of Birth : 04 October 1990
* Sex : Female
* Nationality : Indian
* Languages known : English, Malayalam & Hindi
* Marital Status : Married

# *Reference: Available on request*