



NIRMALA JOSEPH

HR Executive

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

CONTACT



nimmycharangattu@gmail.com



+91 9188031652
+91 8893751652



Kalapurakkal House
Pushpaka Road
Vaduthala
Kochi - 682023

SOFTWARES

Microsofe Word

Microsoft Excel

Tally 7.2

LANGUAGES

Malayalam

Hindi

English

HOBBIES



PERSONAL INFORMATION

Hard working and dedicated
Sincere and result oriented
Can work under pressure with time bound performance

EDUCATION

Master of Business Administration (MBA)
specialized in HR Management

Post Graduate Diploma in Computer Applications (PGDCA)

Certificate in Computerized Financial Accounting
software (Tally 7,2)

Bachelor of Science in Mahatma Gandhi University

Pre - Degree from Mahatma Gandhi University

SSLC Board of Examinations Kerala

WORK EXPERIENCE

June 2006 - April 2011

Computer faculty at
FAST Computer Centre, Aluva
(Affiliated to Indian Computer Education Society, Kochi)

May 2011 - May 2019

HR Assistant at
EMP Management Consultants, Aluva
(NeST Group of Companies)

June 2019 - Till Date

HR Assistant at
SFO Technologies Pvt. Ltd., CSEZ, Kakkanad
(NeST Group of Companies)