

NISHA T K

+919562319062

✉ tknisha17575@gmail.com

📍 Krishnakripa, Manjakala (po),
Kollam, Kerala, pin 691508

OBJECTIVE

To be successful professional in a globally recognized firm, and to achieve the objective of the company with honesty and fairness, and to continuously upgrade my knowledge and skill.

JULY - 2021	PGDHRM (Post Graduate Diploma In Human Resource Management) (PURSUING) IGNOU , Thiruvananthapuram
JUN - 2014 SEPT- 2016	MBA. (HR & Marketing) with 68% University Institute Of Management Kerala University, Thiruvananthapuram.
APR - 2013	BCA (Bachelor Of Computer Application) with 59% Mahatma Gandhi University, Kottayam, Kerala
MAR -2008	PLUS TWO (Higher Secondary Education) with 66% Board Of Higher Secondary Examination ST.Mary's HSS , Kottarakkara
MAR -2006	SSLC (Secondary School Education) with 62% Board Of Public Examination IGMVHSS, Manjakala

WORK EXPERIENCE

NOV- 2019 NOV-2021	Project Associate Mediscribes infotech (India) llp <ul style="list-style-type: none">➤ Transcription➤ Validation of transcribed files➤ PHI project works➤ Data analysis➤ Excel data creation and analysis➤ MS Office
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CERTIFICATION

JULY –
2018

Professional Diploma In Computerised Financial Accounting
Kerala State Rutronix

DEC -
2012

ASP.NET Using C#

DEC -
2011

Diploma In Java
C-DAC ,GIST

SKILLS

- MS Office
- Tally ERP.9
- Payroll
- Data entry

LINGUISTIC SKILLS

- English
- Malayalam
- Tamil
- Hindi

CORE COMPETENCIES

- Ability to work in a team as well as individual
- Flexibility/Adaptability detailed and organized
- Reliable
- Can work under pressure.
- Target oriented.
- Quick learner
- Effective communication
- Organisation and management

PERSONAL PROFILE

- Date Of Birth – 02/03/1990
- Gender - Female
- Nationality - Indian
- State - Kerala