

SAFA NAVAS

Kanjiramkala Karottu

Chempu PO. Vaikom

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OBJECTIVE

Enthusiastic management student with fresh and creative mind in utilising my skills to learn from experiences, gain knowledge and grow along with the organisation with dedication with excellent Communication skills, Customer Relationship management skills and Have a Strong Experience in Communication.

INTERNSHIP, PROJECT AND WORK EXPERIENCE

❖ **Work Experience**

1. **Kerala Speech Foundation**, Kaloor, Ernakulam (August 2020 - January 2022)
Position: HR and Administration executive

❖ **Work Experience**

2. **Digital Revision-Online Tuition** (August 2020 - November 2020)
Position: Customer Relationship Manager cum HR

❖ **Work Experience**

3. **Caption Writing**

Had composed caption for a travel and tourism firm about 2 times in "Wedding Life" Magazine.

✓ **Project**

Project on the topic "Impact of Training and Development on Employee performance" At Big Bazaar ABAD Nucleus Mall, Ernakulam, Kerala (January 2020).

✓ **Internships**

Big Bazaar, Kottayam, Kerala.(May-June)

- Attained a great experience on how to deal with customers, how to be in a work environment, and achieve the targets. Learned the fundamental functions of the organization.

Big Bazaar, Kerala,India. (January 2019)

- Gained experience on Marketing Skills and Customer relations management.

EDUCATIONAL QUALIFICATIONS

Masters in Business Administration - 2018 -2020.

Place:Kottayam, Kerala, India

University: Mahatma Gandhi University.

Specialization:Human Resources and Operations.

Bachelor of Commerce - Year of Passing-2018

Place:Kottayam, Kerala, India

University: Mahatma Gandhi University.

Percentage Scored in Exams:79%

Higher Secondary Education - Year of Passing-2014

Place: New Indian Model School, Sharjah

Percentage Scored in Exams:81%

Higher Secondary Education - Year of Passing-2012

Place: St. Mary's CGHSS School, Ernakulam

Percentage Scored in Exams:86%

ACHIEVEMENTS

- Event Co-ordinator for Berchman's National Conference on "Managing Industry 4.0 and beyond".
- Event Co-ordinator at Berch-Environ.
- Event Co-ordinator at Berchnova'19.
- Event Co-ordinator at Berch-Empresario'19.
- Event Co-ordinator at Commencement Ceremony'19.

SKILLS

- Teamwork
- Adaptability.
- Relationship management
- Initiative
- Communication
- Linguistic skills

SKILL TRAINING CERTIFICATIONS

- MAFOI - RECRUITMENT TRAINING
- MICROSOFT EXCEL EXPERTISE CERTIFICATION

LANGUAGE KNOWN

- English-Read, Write, Speak
- Malayalam-Read, Write, Speak
- Arabic-Read, Write
- Hindi-Read, Write

HOBBIES

- English Creative Writing
- Crafts
- Painting

PERSONAL DETAILS

Date of Birth : 16th September 1996.
Gender Status : Female
Marital Status : Married
Nationality : Indian
Religion : Islam

DECLARATION

I hereby declare that the above mentioned particulars are true and correct of my knowledge and belief.

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