

NILDA RAJ C

Nikarthil (House)

CMC XII, Cherthala P.O, Cherthala

Alappuzha (District), Kerala,Pin: 688524



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HR Professional with positive attitude, Excellent in people management skills and flexibility to respond to a range of different work situations, looking forward to work as HR Executive in a reputed organization

Academic Profile

- MBA With Hospitality & Tourism at Marian College, Kuttikkanam(Affiliated to Mahatma Gandhi University,Kottayam,Kerala)
- BA Economics(79%) from St George College, Aruvithura, Erattupetta (Affiliated to Mahatma Gandhi University,Kottayam,Kerala)
- HSE Humanities(85%) from St.Antoney's Higher Secondary School, Poonjar Kottayam, Kerala
- SSLC with (70%)from Muslim Girls Higher Secondary School, Erattupetta, Kerala

Work Experience

September -2021 –Till Date Presently working as HR Team Leader with Zuri Kumarakom a Five Star Resort at Kumarakom.

October -2019 to August 2021 Worked as HR Assistant (HR In Charge) with Lake Place Resort a Five Star Resort at ,Alappuzha

July 2014 to November 2014 Worked as HR Trainee Supervisor with Club Mahindra Resort, Poovar

Responsibilities

- Proactively coordinated, managed and provided administrative human resources duties to ensure smooth operations and achievement of daily objectives.
- Handling all HR statutory works like Salary (WPS), PF & ESI.
- Handling employee recruitment and selection process.
- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, PF records, issue letters etc.

- Developing employee engagement programmes.
- Scheduling the training program & collecting the Feedback.

Projects & Full Time Internship

- From 2December to31 December 2013 at **SOTC, Cochin, Outbound Division of Kuoni Travel India**
 - ✦ Enquiry follow up
 - ✦ Assisted Sales Executive for itinerary preparation
 - ✦ Filled Visa forms
 - ✦ Research topic: “Study on factors affecting memorable tourist experience among tourist visiting Fort Cochin”
- From 1May to 30 June 2013 at **CGH Group of Hotel, Willington Island, Cochin** in the HR department.
 - ✦ Assisted HR Manager, Training Manger and HR Executive
 - ✦ Updating of employee's personnel files
 - ✦ Assisted HR Manager for evaluating employee appraisal
 - ✦ Assisted Training Manager for coordinating induction programmes, training programmes to operational level staff
 - ✦ Research topic: “Right work life balance makes employee's delighted-myth or reality?”A study conducted after implementation of straight duty system in Brunton Boatyard Hotel, Fort Cochin a unit of CGH group
- 1November to 30 November 2012 at **Gokulam Park Hotel, Cochin**(Sarovar Group property with 4 star facility) in the HR Dept

- ✦ Assisted HR Executive
- ✦ Updation of personnel files of employees
- ✦ Research topic: "Relationship between job training and job performance with special reference to Gokulam Park"

Major Awards Received

- Won Best Trainee award at CGH Cochin
- Won Proficiency award at PG level (2012-13 and 2013-14)
- College topper during Degree level

Positions / Responsibilities Held

- Lady Representative to College Union (2013-2014)
- Lady Representative to College Union in St. George College, Aruvithura
- Coordinator department level programs during Under Graduate level

Skill Sets

- Computer skills: MS Office tools-(Excel, PowerPoint, Word, Outlook), SPSS(Research software)
- Work experience in Hotelier software
- Languages known: English, Malayalam & Hindi
- Personal skills: Flexibility to respond to a range of different work situations.

Hobbies

- Cooking local and traditional Kerala cuisines
- Reading motivational books

Personal Details

Age & Date of Birth: 30, 23rd - Augst - 1990

Community: Hindu

Gender: Female

Nationality: Indian

Reference

- Manoj Madavan
Regional HR Head Lalit Resort
Ph:8943432323
- Mr. Sherin Alphonse,
Senior Corporate HR, CGH Group of Hotels
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