

Arvind Appukuttan Nair

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Address - B-008, Mahavir Gyan Mahavir Nagar Mahim Road ,Palghar(West) ,Pin-401404 Maharashtra, India.

Objective – To start my management career by joining a well - settled and highly professional organization here by ensuring good career advancement through sincere effort and innovative work techniques.

Educational Qualification –

Course	Institution/University	Subject major and minor	Year of Passing	Performance
Master of Management Studies	St. John College of Engineering and Management, Palghar.	Human Resources	Completed (2018-2020)	B GRADE
Bachelor of Hospitality	St. John College of Humanities and Science, Palghar.	Front Offices, House keeping	2017	A GRADE
H.S.C.	S.D.S.M College, Palghar.	Science	2014	52.46%
S.S.C.	Holy Spirit English High School, Palghar.	-	2012	72.18%

Work Experience - Worked in Trident Nariman point as a Assistant Housekeeper from June 2017 to Jan 2018.

Project / Internship -

(1st Project)

Project Title – A Study On General Management Practices Of Hinduja Global Solutions Limited.(Recruitment/Human operations)

Company –Hinduja Global Solutions Limited , Bandra.

Industry – services.

Duration – 3 months (26 Dec 2019 to 16 March 2020).

Project Guide – Dr. Om Ashantkar

(2nd Project Academic)

Project Title – A Study Of Employee Opinion About Training And Development Policy At Tata steel Ltd.(WRM),Tarapur.

Company -TATA STEEL (WRM) , Boisar .

Industry –Manufacturing.

Duration – 2 months (2nd May 2019 to 30th June 2019).

Project Guide – Prof. Pallavi srivastava

(3rd Project Academic)

Project Title – To Study The Hotel Industry Workflow (How it's function).

Duration – November 2015 to March 2016

Project Guide – Prof. Ayesha Mohta

Skills –

- Team work
- Communication
- Flexibility
- Time management
- Decision making
- Leadership
- Interpersonal skills

Certification -

- MS-CIT
- Advance Excel

Awards / Achievement -

- Appreciation certificate from The Oberoi in 2017.
- Won 1st places in Debate competition in 2015.
- Certificate in Drawing competition in 2012.

Extra Curricular Activities -

- Co-ordinator of Hospitality Team in College Event (Laghuswapna 2019).
- Functioned as an Assistant Front Offices Manager (Asian Pot Pouri Eve 2015).
- Attended Training Program in TMA on “Shaping Young Mind Programme”, Boisar.

Personal Details -

Languages Known - English, Hindi, Marathi, Malayalam.

Date of Birth - 15th September 1995.

Hobbies - Listening to music, Playing Chess, Drawing & Craft work.

Declaration -

I hereby declare that the information furnished above is correct and true to the best of my knowledge.

Date:

Place:

Signature: