

NAVYA ALEXANDER

navyaalexander04@gmail.com | 8943856402
<https://www.linkedin.com/in/navya-alexander-a4aa0a1a2/>



Career Objective:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Educational Qualification:

| Qualification | Specialization | Institution & Place | Year of Passing | Board/ University | Score (%) |
|----------------------------|----------------|---------------------------------------|-----------------|-------------------|------------------------------|
| B.com With Risk Management | CIMA | Jain Deemed To-Be-University, Kochi | 2022 | Jain University | 70% (4 TH SEM) |
| HSCC | Commerce | St. Teresa's, Ernakulam | 2019 | State Board | 60% |
| SSLC | General | Fatima Girls High School, Fort Cochin | 2017 | State Board | 61% |

Internship:

Name of the organization: Weheal Pvt Ltd
Position Held : Human Resource Intern
Duration : 1 Month

Roles & Responsibilities:

- Recruiting and selecting the team
- Managing Team
- Social Media Marketing

Certificate Programs:

LinkedIn Courses

- Strategic Planning Foundation
- Accounting For Managers

- Critical Thinking for Better Judgement and Decision Making
- Involved in marketing and promotional events of their one of the products – clarity Android Application.
- Managing Teams

Activities:

- Attended Webinar on Problem Solving Conducted by Clarity.
- Participated in International Model United Nations (IMUN) Online Conference and received the participation certificate.

Core Competencies & Skills:

- MS Office
- Team Working
- Good Communication
- Flexible

Hobbies & Interests:

- Travelling
- Cooking
- Cycling

Personal Details:

Date of Birth : 04/12/2000
Gender : Female
Language Known : English, Malayalam
Present Address : Puthanpurakkal House, MLA Road, Palluruthy
Permanent Address : Puthanpurakkal House, MLA Road, Palluruthy