

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

HR executive with 10 months experience in administration and coordinating human resource functions including talent recruitment, training and development, record maintaining, employee relations and conflict resolution

EXPERIENCE

ALZA INCORPORATION

HR EXECUTIVE

Dedicated professional with 10 months of experience in Human Resource including recruitment administration and record management.

EDUCATION

MG University

PG CERTIFICATE COURSE IN FOOD TECHNOLOGY - 60%

2019-2021

MG University

BSc ZOOLOGY - 80%

2016-2019

NSDC

Customer relationship management -

2020

HIGHER SECONDARY - 80%

2014-2016

SSLC - 85%

2014

CERTIFICATIONS

FINANCIAL ACCOUNTING

The International Association of Accounting Professionals (IAAP) 2019

CUSTOMER RELATIONSHIP MANAGEMENT

IT-ITeS Sector Skill

From NSDC

SKILLS

SOFT SKILLS

Communication
Teamwork
Multitasking
Problem solving
Adaptability
Creativity
Work ethic
Empathy

HARD SKILLS

Computer knowledge
HR development
Recruitment
Customer service
Sales and Marketing

PERSONAL STRENGTHS

Dynamic and confidence with a will to make things happen

Strive for utmost perfection in every work

Active listening

Detail oriented

Decision making

PROJECTS

DIVERSITY OF ODONATA
APRIL 2018-APRIL 2019

**ADDITIONAL
INFORMATION**

Marital Status : Unmarried

Nationality : Indian

INTERESTS

Browsing
Music
Sports
Drawing
Youtube

LANGUAGE

English : Read, Write, Speak
Malayalam : Read, Write, Speak
Hindi : Read, Write

ACHIEVEMENTS

Former NSS volunteer

DECLARATION

I hereby declare that all the above written particulars are true to the best of my knowledge and belief