

# Aswathi S Nair

## Human Resource Management

Ambitious Human Resources Assistant with superior understanding of HR policies. Dedicated to employee effectiveness and close monitoring of efficient team, ensuring high performance. Adept at complex problem-solving and effective decision-making

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📍 Santhosh Bhavan Alakode(PO) Arangam  
Kannur(Dist) Pin 670571, Kannur, India

📞 9947196886

📅 08 December, 1999

## EDUCATION

### Master of Business Administration A J Institute of Management, Mangalore

2020 - 2022

India, Mangalore

#### Human Resource Management

- The Masters in Human Resources Management will equip to respond to the needs and challenges of the market from the perspective of people management
- The program approaches Human Resources from a psychological, economic and financial, legal and marketing perspective, among other viewpoints.
- Covering aspects such as the incorporation of new technologies, work-life balance, talent development and retention in the new business ecosystem.

### Bachelor of Commerce Don Bosco Arts And Science College

2017 - 2020

Kerala

#### Bcom

- The program imparts strong subject-matter expertise by focusing on the learning that includes the knowledge of basic theories, principles, methods and procedures of commerce and accounting.

## INTERNSHIPS

### Quality Intern KMC Hospital,Attavar,Mangalore

09/2021 - 10/2021

India

#### Tasks

- Perform quality control of incoming petroleum products using ASTM standard procedures
- Assist in updating their HACCP plan and help ensure the plan are being implement throughout the plant.
- Oversee workers including supervisors, inspectors, or laboratory workers engage in testing activities.

## SKILLS

Communication

Attention to detail

Decison Making

Teamwork and collaboration

Technological aptitude

Office administration

## PERSONAL PROJECTS

### A study on Manpower Planning

- Manpower planning also **focuses on the promotion procedures for competent people who can be entrusted with the challenges of advanced tasks** . The inefficiencies of the employees are also identified by means of manpower planning process. So that necessary training may be provided leading towards improving employee morale.

## CERTIFICATES

Ms Office (2021 - 2022)

Tally (2018)

Banking, Finance, Insurance (2019 - 2020)

Computer Operations (2017 - 2018)

## LANGUAGES

English

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency