

**NAME****NAYANA VIJAYAN****CONTACT INFO:****PHONE: 8848830353****E-Mail:****vijayannayana3@gmail.com****ADDRESS:****NAYANA VIJAYAN  
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KERALA, INDIA****PASSPORT DETAILS :****Passport No : V 4096297****Date of Issue : 22/10/2021****Date of Expiry : 21/10/2031****Place of Issue :COCHIN****LANGUAGE PROFICIENCY:**

- English (proficient)
- Malayalam (native)

**OBJECTIVE**

- To obtain a position in an organization as a Counselor/HR executive/ Social Worker, where I can utilize my educational achievements, communication skills and interpersonal skills to help the client in need and to enhance the growth of the organization.
- To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.

**WORK EXPERIENCE****1. ORAQNGE CREATORS.**

( 01<sup>st</sup> August 2017 TO 31<sup>st</sup> October 2018 )

Advertising agency

**2. GOVERNMENT MEDICAL COLLEGE**

Data Entry Operator (NHM)

( 03<sup>rd</sup> July 2020 TO 28<sup>th</sup> October 2021 )

**3. TRAVANCORE MATS AND MATTING PVT. LTD.**

Cherthala Alappuzha

Welfare Officer - Still working

**ACHIEVEMENTS**

- Welfare services ernakulam (24 days)
- District child protection unit ernakulam (1 month)
- Vosard , kumily(voluntary organisation for social action and rural development) (10 days)
- Successfully participated “aha hands only cpr training “ heartbeats 2019 and also participated in the program as a volunteer
- To be part of the flood relief activities
- Covid19 surveillance team ernakulam

## ACADEMIC QUALIFICATION

### HOBBIES:

- Reading
- Gardening
- Listening Music

### SOFTWARE PROFICIENCY:

- Basic Computer Knowledge
- Microsoft Office

### INTERPERSONAL SKILLS:


- Excellent verbal and non-verbal communication skills.
- Exemplary negotiation skills, especially when it comes to solving problems.
- Collaborating and working well together with others.
- Sensitivity towards the preferences and wishes of others.
- Being good at team building and building trust.
- Flexibility in thinking and operating style.
- Socializing skills.
- Excellent listener and patient while dealing with others

### Professional Education

 Jai Bharath Arts & Science College, Perumbavoor (2018 -2020)

MSW


MG University

 Percentage – 68 %

 SNGM Arts & Science College, Thuravoor ( 2016 -2018)

Bachelor of Computer Application (BCA)


University of Kerala

 Percentage – 59 %

### Higher Secondary Education

 GOVT HSS Cherthala South (2013)

Board of Higher Secondary Examination, Kerala.

 HSE Percentage-70%

### Secondary Education

 GOVT HSS Cherthala South (2013)

Kerala State Board

SSLC Percentage-78 %

### REFERENCE

- **Mrs. Deepthi raj**  
Head of the social work department  
Jai Bharath Arts and Science College  
Perumbavoor, Ernakulam

### DECLARATION:

I solemnly declare that all the above furnished information is free from error to the best of my knowledge & belief.

**NAYAN VIJAYAN**

