
KRISHNA NANDAKUMAR

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **ProHub Process Management** 2021 - 2021
Placement Officer
Placement coordination - Prohub Learning students.
Coordinating with prospective employers and maintaining their database and relationships.
Maintain all documentation works regarding Prohub Learning .
Maintain accounting details for Prohub Learning.
Coordinating Digital Marketing Activities of the Company with the Digital Marketing Team.
- **L2L Guardian Spirit Tours and Travels** 2019 - 2021
Administration Officer
Prepare regular reports on expenses and office budgets.
Maintain and update company databases.
Answer queries by employees and clients.
Update office policies as needed.
Maintain a company calendar and schedule appointments.
Schedule in-house and external events.
- **Riya Institute of Hospitality** 2017 - 2018
Marketing Officer
Managing and developing marketing campaigns.
Researching and analyzing data to identify and define audiences.
Conducting promotional activities.
Organizing and distributing financial and statistical information.
Overseeing campaigns on social media.
Evaluating the effectiveness of campaigns.
Reporting on trends and statistics across all digital media platforms.

Education

- **Bharathiar University** 2022
MBA HR
59%
- **Montreal ,Canada** 2017
IATA
- **MG University** 2016
BA Sociology
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Skills

- Computer Skills. Communication Skills. Leadership Skills. Organizational Skills. People Skills. Customer Service Skills. Collaboration Skills. Problem-Solving Skills.

Achievements & Awards

- Student of the year award 2017 - Riya Institute of Hospitality.