

SUCHITHRA S NAIR

Citizenship : Indian

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CAREER OBJECTIVE

A Position as an active employee, responsibility and working with others as a team member to achieve advancement and growth for the organization.

EDUCATION

Master of Human Resource Management(MHRM)
MG University - Mar Augustinose College Ramapuram (2014-2016)

Bachelor of Business Administration(BBA)
MG University-Mar Kuriakose Arts & Science College Puthuvvely(2011-2014)

ACHIEVMENTS

- Participated in inter college fest and received prizes
- Conducted inter college fest
- Active member of social club of BBA

TECHNICAL SKILLS

Microsoft Office
Diploma in word processing and Data entry

ADDITIONAL SKILLS

- Time Management
- Quick learner, resourceful and with good sense of humor
- Ability to work independently, as a part of team and grapes things quickly
- Actively coordinated in all the functions held in our college.

Personal Profile

NADUPPARAMBIL(H)
Uzhavoor
Kottayam
Kerala
pin:686634

Language' s known

- o English
- o Malayalam

Personal Skills

- o Committed, confident and hardworking with a positive attitude.
- o Innovative and initiate ideas

INTERESTS & HOBBIES

- o Gardening
- o Hearing music
- o Dance

WORK EXPERIENCE

1,HR Executive Trainee (01/07/2017-30/12/2017)

A P VARKEY MISSION HOSPITAL, ARAKKUNNAM.

Responsibilities:

- Assisting in the planning of hospital events
- Conduct meeting and programs
- Responding to staff inquiries regarding HR-related matters.

2, Class Teacher (Online Batch)(-15/06-2021 -12/09/2022)

BRILLIANT STUDY CENTRE PALA

Responsibilities:

- Conduct meeting
- Motivate students
- Maintaining register

PROJECT HANDLED

UG PROJECT: A Study on “Household Waste Management Practices in Rural Area With Reference To Mulakulam Panchayat”

PG PROJECT: A Study on Effectiveness of Training and Development at “Hindustan Newsprint Limited Velloor”

OTHER PROJECT: Effectiveness of Pala Shopping Festival-As A Promotional Tool, Organised By Merchants Association- Youth Wings, Pala”

PERSONAL DETAILS

- Date of Birth :01-04-1994
- Marital status. :Married
- Nationality :Indian

I hereby declared that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of above mentioned particulars.

Suchithra s nair