



NIKHIL GEORGE

CONTACT

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PERSONAL DETAILS

Date of Birth : 23/4/2000

Marital Status : Single

SKILLS

Communication



Active Listening



Negotiation



Presentation



Leadership



Critical Thinking



Decision Making



Computer



Accounting



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledges appropriately.

EXPERIENCE

HR Intern 1/2/2023 -
Eduraps 1/5/2023

- Assisted with the day to day recruitment operations of human resource department.
- Created job descriptions for new positions.
- Posting job ads to job boards and social media platforms.
- Screening CVs and resumes.
- Organizing interviews with shortlisted candidates.
- Updating employees records with new hire informations.
- Managed new employees onboarding activities.

HR Intern 12/6/2023 -
Avodha Present

- Assisted with the day to day recruitment operations of human resource department.
- Created job descriptions for new positions.
- Posting job ads to job boards and social media platforms.
- Screening CVs and resumes.
- Organizing interviews with shortlisted candidates.
- Updating employees records with new hire informations.
- Managed new employees onboarding activities.

LANGUAGES

Malayalam - Native

English - Intermediate

Hindi - Beginner

EDUCATION

B.COM COMPUTER APPLICATIONS

2022

St. Aloysius College Edathua

5.31CCPA

PLUS TWO

2018

St. Aloysius Higher Secondary School Edathua

72%

SSLC

2016

St. Aloysius High School Edathua

65%

COURSES CERTIFICATIONS

HR SPECIALIST

ENGLISH DATA ENTRY

MS OFFICE

SAP FICO

TALLY