



# NAMITHA S NAIR

## OBJECTIVE

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A graduate seeking an opportunity to utilize my knowledge to built a career that would intrinsically help me achieve greater practical excellence in management skills and contribute my level best to the organization.

## WORK EXPERIENCE

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**Muthoot Hospital Kozhencherry** June 2022 -June2023

### GUEST RELATION AND WARD SECRETARY

- Handling any PR related issues that may rise. Focusing on marketing the company through partnership and advertising. Regularly submitting PR reports.
- I am keeping nurses station in a hospital running smoothly by carrying out duties assigned by a registered nurse (RN)or other hospital departments as well as to patient visitors.

## EDUCATION

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- **Jyoti nivas college Banglore** **30/04/2021**  
MBA HR
- **MES College Erumely** **30/04/2019**  
BBA

## PROJECT

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- **A study on organization culture on employees performance with special reference to Anna Aluminum Company Pvt Ltd, Kochi.**  
Project Trainee
- **Human resource Planning And Retention With Special Reference to Vibrant NDT Service Pvt Ltd, Chennai.**  
Project Trainee

## CERTIFICATION

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- Completed the Cyber Threats and Attack Vectors by coursera.


## DECLARATION


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- I hereby declare that information provided above is true.

## CONTACT

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 9188367560

 namithasnair2598@gmail.com

 Ranni, 689674

## PERSONAL DETAILS

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- Date of Birth -25/06/1998
- Nationality -Indian
- Marital status -Married

## SKILLS

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- Communication skill
- Microsoft office
- HR Recruiter

## ACTIVITIES

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- Dancing
- Badminton
- Gardening
- Traveling