



Navya Sasidharan

Profession

Contact

Address

Mayoaram, Vetticode P. O
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Kerala

Phone

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Skills

SKILL

Supervising Skill

Managing Skill

Proficient in using computer

Good reasoning skill

Good Problem solving skill

Interpersonal skill

Languages

English

Intermediate (B1)

To obtain a responsible position in highly professional managed organization. Where I can apply and acquire skill, working in a term and environment with continues growth and contributing to the main objective of the organization. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2022-09 -
2023-10

Administrator

Militia Smartphone & Research Centre, Mavelikara

- Entered and maintained departmental records in company database.
- Maintained personnel records and updated internal databases to support document management.
- Evaluated staff performance and provided coaching to address inefficiencies.
- Maintained overall safe work environment with employee training programs and enforcement of safety procedures.

2021-11 -
2022-02

Telecaller

Sai Baba Educational & Charitable Trust, Harippad

- Delivered prepared sales pitch from script and persuaded potential customer to purchase product or service.

2020-10 -
2021-10

Telecaller & Office Staff

Silver Swan HR Mgt Pvt Ltd, Kayamkulam

Education

2021-06 -
2023-05

Bachelor Of Business Administration: Human Resources Management

*School Of Distant Education, Annamalai University -
Annamalai Nagar, Tamil Nadu*

2023-01 -
2023-12

Diploma : Hospital Administration

Ezdan Institute Of Technology - Kollam

2016-06 -
2018-03

Plus Two : Biology - Computer

Crossland Public School - Kunnam

Interests

Travelling

Reading