




Nanditha Dayakrishna P M

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Padanakari House Kumbalangi Kochi

 nandithadayakrishna

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

15/9/2020

-

15/7/2022

- **Senior Executive - Administration**
Muthoot capital services Limited
 - Coordinate executive communications including taking calls, responding to emails and interfacing with clients
 - Maintaining physical and digital personnel records like employment contracts and PTO requests
 - Update internal databases with new hire information
 - Create and distribute guidelines and FAQ documents about company policies
 - Gather payroll data like bank accounts and working days
 - Publish and remove job ads
 - Schedule job interviews and contact candidates as needed
 - Prepare reports and presentations on HR-related metrics like total number of hires by department
 - Develop training and onboarding material
 - Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
 - Arrange corporate events to take place outside of the work place, such as cultural events, and employees engagement programme

22/1/2018

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15/9/2020

- **Executive Operations (NOC)**
Muthoot Capital Services Limited
 - Attending Walking Customers
 - Checking NOC Ticket made by the telecallers and closing then with suitable feedbacks preparing Excel sheet from the ticket list
 - Replying to mails and Services request made by the MFL branches
 - Generation Of NOC and Duplicate NOC
 - PDD updation
 - MIS preparation

EDUCATION

Pursuing

- **MBA - Human Resources**
Indira Gandhi National Open University

2015 -
2017

- **Bachelor in Commerce - Finance and Taxation**
M G University
C

2013 -
2015

- **State Board of Higher Secondary Education**
Government Girls Higher Secondary School
B

2012 -
2013

- **State Board of Secondary Education**
Our Lady of Fathima Higher Secondary School
A

SKILLS

Microsoft Office Microsoft Excel
Employee engagement Exit
interview Exit formalities
Attendance HR Administration
Recruitments Customer support

100%

INTERESTS

- Reading, Drawing

LANGUAGES

- Malayalam English Hindi Tamil

PERSONAL DETAILS

- Date of Birth : 08/01/1997
- Marital Status : Single

REFERENCE

- **Mini Suresh - Muthoot capital services Limited**
AVP - HRMD
mini.suresh@muthootcapital.com
0484 6619606
- **Sephy Antony - IDFC**
Senior Regional Manager
9656716940



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