

# NAYANA K



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☎ 0502637916

📍 Muweila commercial, sharjah

## 🚀 SKILLS

Analytical

Effective time Management

Team building skill

Good written and oral communication

Sales

Problem solving

Decision making

## 👤 PERSONAL DETAILS

Date of Birth : 28.04.1995

Marital Status : Married

Nationality : Indian

Gender : Female

Visa status : Residence Visa

## ❤️ INTERESTS

Painting and craft work

## 📖 LANGUAGES

English

Hindi

Malayalam

## 🎯 OBJECTIVE

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

## 📁 EXPERIENCE

### HR Assistant

1-6-2017 - 28-2-2018

Reporter Channel

Prepare employee records and documentation, Provide administrative support, Assist in new hire application process, Scheduling interview and assessment, Assist in recruitment process etc.

### HR Assistant

1-3-2018 - 1-3-2019

Kannur Medical College

Responsible for various administrative tasks, maintaining employee records, and helping with recruitment and payroll processes. Provide support in the Recruitment and selection process. Prepare employee records and documentation.

## 🎓 EDUCATION

### BBM

2012-2015

Chinmaya Arts and science college

50%

### MBA (Finance and Marketing)

2015-2017

Chinmaya Institute of Technology

60%

## 💡 PROJECTS

### Study on Employee satisfaction in Big bazaar

Collected information of employees and how their work experience and difficulties. How much they satisfied with their job and work environment

### An organisation study conducted in Deshabhimani Publication

Conducted a study regarding how a news paper publication work. How they survive in a growing digital world. Thier work culture and how they operate.

### International Market prospects for Indian Sports goods

Conducted a detail study on how Indian sports goods industry work. How people are enthusiastic about sports and sports goods. How the industry operate.