



NOUFIYA.K

CONTACT ME AT:

Email: noufiyak100@gmail.com
Phone: 0091 7994682306

Address: Kaithamannil House,
Kizhuparamba PO, Areekode,
Malappuram, Pin - 673639

COMPUTER SKILL

- MS Office (MS Word, MS Excel, MS Power point)
- Internet & E Mail

ADDITIONAL QUALIFICATION

- HR Practical course from VPLE HR Private limited Kochi.
- Diploma in Digital marketing from Digi magnet Thiruvananthapuram
- Graphic Designing

LANGUAGES KNOWN

- Malayalam-Read,Write,Speak
- English - Read, Write, Speak
- Arabic - Read, Write
- Hindi - Read, Write

ABOUT ME

I am Noufiya K highly organised, dedicated and diplomatic Human Resources cum Administrative officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I Possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with payroll systems and employment law.

WORK SUMMARY

HR Cum Administrative Officer- 2Years

CADIZ College of arts and science Edavannappara 2018 – 2020

- Recruiting, Training and developing Staff.
- Organising Staff training sessions and activities.
- Making sure that staff get paid correctly and on time.
- Looking After the health, safety and welfare of all employees.
- Ensuring Candidates have the right to work at the organisation.
- Monitoring staff performance and attendance.
- Payroll, ESI and PF processing for all employees.
- Approving job descriptions and advertisement.
- Pensions and benefits administration.
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives.

HR Recruiter - 4 Months

Make way HR Private Limited 2016 July to November

- Develop and execute recruiting plans.
- Network through industry contacts, association memberships, trade groups, social media, and employees. Develop and track goals for the recruiting and hiring process.
- Coordinate and implement college recruiting initiatives

KEY SKILLS

- Patience
- Tolerance
- Decision making
- Teaching skill
- Employee handling
- Critical thinking
- Organization and planning
- Advanced verbal communication skills
- Self-motivation
- High levels of energy
- Flexibility
- Singing skill (Mappila pattu & Light Music)
- Responsible
- Goal Oriented
- Work experience (flower making, paper work, origami, Tin sheet, clay models)
- Recruitment and Training.

PERSONAL DETAILS

- Gender - Female
- Marital status- Married
- Date of birth-16/04/1991
- Nationality - Indian
- Religion- Islam

DRIVING LICENCE

- Licence - LMV
- Expiry Date - 18.03.2031

ACADEMIC BACKGROUND

Master Of Business Administration in HR

Bharathiyar University 2017 (75%)

BSC physics

Calicut University 2014 (70%)

TTC

Government of Kerala Department of education 2010 (78% mark)

Plus Two

Kerala VHSE Board 2008 (75%)

SSLC

Board of Public Examination Kerala 2006 (75%)

ACADEMIC PROJECT (DEGREE)

- Refractive Index of Different Liquids Using Hollow
- Prism. To determine the refractive index of the material of the given prism using a spectrometer.

DECLARATION

I hereby declare that the above information given by me is true to the best of my knowledge and belief. I will put in hundred percent of my ability for the better improvement and progress of the establishment and it shall be my endeavour to achieve maximum benefit to the firm

Noufiya K