



NANDA .M. DILIP

PROFILE

A highly dedicated & motivated HR personnel, who has a passionate approach to help organizations achieve their goals and employees reach their potential. The passion & desire to work with pride and enthusiasm has helped me deliver exceptionally high standard of work. I believe & focus in my strength to learn & to develop tenacity, persistence and determination helped me to achieve my goals in work & life.

CONTACTS



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KERALA, INDIA



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PERSONAL DETAILS

Nationality : Indian

Date of Birth : 13/11/1994

Marital Status : Married

LANGUAGES KNOWN

English	■	■	■	■	■
Hindi	■	■	■	■	■
Tamil	■	■	■	■	□

COMPUTER SKILLS

- Tally ERP
- MS Office
- Google Sheet

EDUCATION

- Completed MBA (Marketing & Finance) from Happy Valley Business School, Coimbatore affiliated to Anna University, Chennai in 2018.
- Passed B.Com from Calicut University in 2016.

PARTICIPATIONS/ACHIEVEMENTS

- Volunteered in “PRESS SENSE” marketing event of THE HINDU held in Bangalore and Coimbatore.
- Worked in Mark 1 events Coimbatore and coordinated several events like,
 - Wedding vibes Expo at Codisia hall
 - Kitchen India Expo at Codisia hall
 - CIT ians get together at Codisia hall
 - Car free Sunday
- Done internship project in Apollo Tyres Ltd
- Done a Project on “Study on food culture and restaurant innovativeness among regular customers in selected restaurants in Thrissur”

STRENGTH

- Leadership quality
- Emotional intelligence
- Highly Organized and able to prioritize effectively – detail – oriented.
- Team building
- Adaptability
- Decision Making Skills

WORK EXPERIENCE

1 February 2018 - 31 December 2020

Operations In charge

Taste Mantra Multi Cuisine Restaurant

- Identify various services in the restaurant to explain it to relevant staff and help them to perform every task with ease.
- Sourcing, managing and conducting various events at the restaurant
- Allocating duties to each staff at the reception, restaurant and helps the Accounts department daily cash Management.
- Maintaining good relationships with guest; help to improve overall services and comfort of the customers to retain them.
- Regularly monitor the feedback and complaints to identify drawbacks and to achieve superior quality in the overall service of the restaurant.
- Conducting Employee Engagement Activities and training for the welfare of the staffs & finding solutions for their concerns by maintaining an empathetic approach.

2 Sep 2019 - 2 Feb 2020

Human Resource Observer

Rajagiri Hospital (accredited NABH & JCI)

- Gathering resumes of the aspirants & finding the right candidates by matching their profile with the Job requirements & making them available for the respective interviews.
- Coordinating multiple interviews at a time with utmost perfection, without any delays & communicating the results thereof.
- Completing the Joining process by proper documentation & File creation of the new employee & creating their ID cards.
- Introducing all the departments & important personnel to the new employees.
- Coordinating Induction & On The Job training for the Employees.
- Involving in Employee Engagement Activities & implements the same for the better team building & Employee satisfaction.
- Engaged in fulfilling required documentation for the accreditation of JCI audit.
- Sourced the candidates for the Nursing Professional Practice Program (a course for bridging the gap in nursing career) & Coordinated the whole course.

English Language Trainer (From 20 July 2020)

English Mithra Organization Ernakulam (Present)

- Developing verbal and written communication skills for professionals and working people.

HOBBIES

