



NIKHITHA SABU

D.O.B : 04/04/1995

CONTACT

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PROFILE

An enthusiastic professional to work in an organization where I can fulfill my dream to become as a successful person in my career. To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

SKILLS

Project Management
Problem Solving
Training and Development
Leadership
Recruiting
Critical thinking
Adaptability

TECHNICAL SKILLS

MS office
AutoCAD

LANGUAGES

English
Full Professional Proficiency
Hindi
Limited Working Proficiency
Tamil
Limited Working Proficiency
Malayalam
Native or Bilingual Proficiency

WORK EXPERIENCE

HR RECRUITER

Nexplace info Pvt Ltd, Bangalore March 2021 - Nov 2021

- Performing in-person and telephonic interviews with candidates.
- Screen applicants to evaluate if they meet the position requirements.
- Work with hiring managers to create job descriptions.

HR INTERN

P.N.N.M Hospital, Kollam July 2020 - Oct 2020

- Screening resumes and application forms for Physician and Nurse Recruitment.
- Employee Orientation Personnel Management.
- Gathering payroll data like working hours and leaves.

ASSISTANT SITE ENGINEER

M.G.M construction, Kollam June 2018 - Sep 2018

- Inspect facilities and analyze operational data.
- Compile estimates for technical and material requirements for project development.
- Determine and present estimates of operational costs, making plans using detailed drawings.

SITE ENGINEER TRAINEE

Lee builders, Ernakulam Oct 2015 - Dec 2015

- Inspect construction sites.
- Develop cost Estimates
- Prepare Project Reports.

EDUCATION HISTORY

MBA in HR and Operations Oct 2018 - July 2020

University Institute of Management, Trivandrum

Project - A study on the impact of organizational culture on employee performance

B.Tech in Civil Engineering Oct 2014 - June 2018

Saintgits College of Engineering, Kottayam

Project - Waste Management and Water Treatment in Kapithodu Canal.

ACHIEVEMENTS

- Conducted Sortitude event for Orphans and oldage people.
- Conducted Management fest (Latitude)
- Licensed CIVIL ENGINEER
- Participated in the CIVIL EXPO conducted by IE(I) Students chapter.
- Participated in SRISHTI 2018, 4th National Level technical project exhibition and competition.
- Student Member of INDIAN CONCRETE INSTITUTE
- Committee Head Of ETERNIA 2017