



NASEEHA V.T

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PROFESSIONAL SUMMARY

Six years of experience in HR administration field, Customer Relationship field in fast-paced and high- stress environments within a variety of industries. Experienced in providing exceptional customer service, implementing comprehensive strategies, improving Human resource management performance and training team members.

SKILLS

- Commitment towards Work Obligations.
- Good team player.
- Proven leadership and interpersonal Skills.
- Willingness to work under pressure.
- Hard working, flexible and adaptable.
- Customer relationship management and administrative skills.
- Recruitment and conflict resolution.
- Cost and Benefit Analysis
- Budget Management.
- Planning and Coordination.

WORK HISTORY

03.2019 – 04.2022

Human Resource Executive.

Info Properties - Kerala, India.

- Responsible for All Overall Quality system in HR department.
- Understanding and executing Staff requisition, requirements and issues from all departments.
- Sourcing candidates via recruitment agencies and job online advertisement.
- Issuing letter of offer/ Intent/ Employment to selected candidate.
- Conduct Orientation Programme and briefing to new employees.
- Conduct exit interviews to identify reasons for employee's termination.
- Planning of company events or activities on occasions by management's approval.
- Ensure Legal compliance throughout Human resource management.
- Handling monthly payroll and yearly forms for employees.

02.2016 - 09.2018

Customer Relationship officer.

Sky line builders and Real estate – Kerala, India.

- Answering product related customer queries
- Setting up meeting with new clients.
- Assisting sales and service staffs for resolving client issues
- Maintaining up-to-date records of client contacts/client meeting notes.

EDUCATION

2022

Diploma in nutrition and health education

2018

Diploma in Office Automation: - Majors: MS office applications.

2013 - 2015

MBA Human Resources: - Sikkim Manipal University

2009 - 2011

PERSONAL DETAILS

Bachelors of Science Majors: - Zoology, Communicative English.

NAIONALITY: - INDIAN.

DOB: - 18-04-1989.

PASSPORT NO: - V6581651.

MARITAL STATUS: - Married.

LANGUAGES KNOWN: - English, Malayalam, Hindi.

Hobbies & Interests: - In my spare time I like to play various sports and take part in cultural activities like singing, dancing etc.

I hereby declare that the above details are true to the best of my knowledge.

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