

NIJISHA CHANDRAN R J



Contact

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Nijisha bhavan Edayar, Thiruvallam
P O Thiruvananthapuram, Pin : 695
027

Personal Details

Date of Birth : 19-10-1993

Marital Status : Single

Nationality : Indian

Skills

Interpersonal skill Learning and 100%
Adaptability Self management
Organizational skill Computer skill
Problem Solving Open-mindedness
Strong work ethic

Interests

Participating in social activities

Cooking

Hearing music

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

Thiruvananthapuram Dairy, Milma, Ambalathara, Poonthura P O

HR Management Trainee 11.06.2019
Recruitment and Selection -
Training and Development 10.06.2022

Wages and Salary Administration

Despatch Work

Internal Despatch

External Despatch

Updating Seniority list

Industrial relations and Employees welfare schemes

Time office works

Work related to Employees Provident Fund (EPF)

EPF Registration

EPF Exit

EPF Monthly Payments

EPF Withdrawal

EPF Nomination

EPF claim

Work related Employees State Insurance (ESI)

ESIC Registration

ESIC Accident Claim

ESIC Payment

Malayalam and English Letter Drafting

Service matters of Officers and Employees

Travancore Island Resort 15.03.2017

HR Trainee -
Wage salary administration 15.09.2017

Attendance maintenance

Employee satisfaction

Oranize function

EDUCATION

MG University	2016
MBA (HR & Marketing)	
Kerala University	2014
B. Sc. Mathematics	
Kerala Government	2012
Diploma in Computer Application	
Board	2011
Plus Two	
Board	2009
SSLC	

REFERENCE

Firosh Murali - "Thiruvananthapuram Dairy, Ambalathara, Poonthura"

Manager HRD & ADM

9447503966

Rejani P K - "Thiruvananthapuram Dairy, Ambalathara, Poonthura P O"

Junior Superintendent

9847258502

Reena S S - "Thiruvananthapuram Dairy, Ambalathara, Poonthura P O"

Steno

9061679442

STRENGTH

Self motivated

Active listening

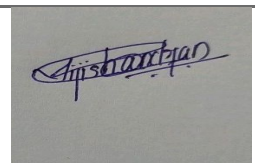
Honesty

Discipline

Patience

Dedication

Respectfulness



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