

RESUME

Monisha Nair
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Kerala
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Career Summary: -

To work in a professionally challenging environment where I can contribute my skills and ensure my growth through the growth of organization.

Work Experience: -

- Hr Executive at Prime Care Hospital Mora Surat (November 2023 to March 2024)
- Hr Executive at S.K Weaving PVT LTD Company April 2024 to 15 September 2024

Internship

I have done my internship from NH MMI Narayana Multispecialty Hospital in Raipur in HumanResource Departments form 13.07.2022 to 19.08.2022

- Maintaining attendance sheet and processing attendance sheet for salary payment .
- Preparing Bonus, Gratuity, leave record, arrears and overtime of employees
- Handling Documentation process of the employees
- Handling Joining formalities.
- Responsible for Employee Recruitment Process

Educational Qualification: -

- MBA in Human Resources and Hospital management from Kalinga University Raipur Chhattisgarh in 2023.
- BSC Biology from Hem Chand Yadav university College in 2020
- 12th from Nalanda English Medium Higher Secondary School CG Board in 2017
- 10th from Nalanda English Medium Higher Secondary School CG Board in 2015

Computer Proficiency: -

- MS Excel
- MS Word
- PowerPoint

Personal Strength: -

- Confident & Positive Attitude.
- Sincere and hard working
- Good leadership skills

Personal Profile: -

Date of Birth	:	09/01/2000
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Married
Father Name	:	Raji Kumar Nair
Mother Name	:	Late Saraswati Nair
Husband Name	:	ChandhuChandran
Languages Known	:	English, Malayalam, and Hindi

Declaration

I Monisha Nair, hereby declare that aforementioned details are true to my knowledge and belief.

Yours Sincerely,

Date:

Monisha Nair

Place: Kayamkulam