



ASWATHY K NEELAKANDAN

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8590728249

Kazhakapura house mythri nagar edappally p.o Cochin-24

Skills

Communication skills
Computer skills
Leadership skills
Organisational skills
Problem-solving skills
Time management skills
Poster designing skills

Interests

Travel
Film
Drawing
Music

Language

Malayalam
English
Tamil (speaking)

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

XO Packs private limited 10 July
Internship 2018 - 10
Have successfully completed the project February
titled "A study on organisational functions" 2018
at XO Packs private limited.

Nambudirisons agro foods India private limited
Management trainee 25 March
Have worked under various departments in 2019 - 30
namboothiris group September
such as in finance department, Human 2019
resource department, and marketing department.

Nambudirisons agro foods India private 1 October
HR executive 2019 - 30
September
Planning, strategising and
implementing abilities with 2020
demonstrated success in handling HR
issues as well as related administrative matters.

Adept at handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.

An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

■ HR Functions

- Employee Engagements:
 - Planning and Implementation of various employee engagement activities like SKIP level meetings, festival celebrations.
 - New joiner assimilation program.
 - Overall co-ordination of onboarding process induction, exit interviews & ensuring cultural fit.
 - Initiating rewards & recognition programmes & implementing incentive system for motivating employees.
 - Managing the Welfare activities.
 - HR communications (including poster design).

🎓 **Education**

- **Rajagiri higher secondary school kalamassery**
10 March
85% 2015
- **Rajagiri higher secondary school kalamassery**
HSE March
85% 2017
- **BISHOP APPASWAMY COLLEGE OF ARTS & SCIENCE.**
BHARATHIAR UNIVERSITY 2021
BBA
89%

🔥 **Projects**

- **Minor project at XO Packs private limited**
Has successfully completed the project titled A study on organisational functions



Major project at Namboothiris FMCG

Has successfully completed the project in namboothiris fmcg on organisational functions (production and procurement)



CERTIFICATION'S

- Foundation programme in banking and financial services
- iLab certificate course in retail banking
- Leadership and personal development program
- Certificate in advanced security analysis by hedge school of applied economics
- Certification course in Human Resource Management by Udemmy



Achievements & Awards

- Participated in inter-school and inter- college arts festivals for drawing and English drama and was awarded for the same
- Created more efficient word database for forms, letter and documents
- Promoted company and increased sales by coordinating
- Coordinated Vaccination drive for Bangalore Virtually. Coordinated Vaccination drive for Kochi at lisie hospital. Coordinated Onam celebration virtually. Vaccination reimbursement process Interns onboarding and welcome formalities. Branding at LinkedIn. Successfully coordinated internals organization fest. Skill mapping for entire associates in the organization for migration. Quarterly award coordination.



HOBBIES

- Art