# Nithin kumar

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### Education

#### MBA in Hr/Fin

Avs Engineering college 2017 to 2019

#### **Bsc in Mathematics**

Govt Arts college 2012 to 2015

## Skills / IT Skills

 Good communication skill verbal and written Proficient knowledge in Ms Office, Ms Word (Advanced in Excel) Well versed in e-mail operations activity Effective presentation and documentation

Basic understanding of recruitment process.

Flexibility to work in any environment. Good at time management and punctuality

Patience and active listening

- Maintenance
- Communication skills
- Leadership
- · Food preparation