



FAIROSE K NADIRSHA

Kari kuzhi putthen pura Market (p.o) Muvattupuzha
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Objective

To work in an environment , which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriate.

Experience

- Chinar Travels and Trade Links** 04/01/2024 - 10/07/2024
Recruitment Officer
 - Use internal and external systems to advertise job vacancies as appropriate.
 - Organise and take part in interview procedures as required.
 - Develop and execute recruiting plans to identify qualified candidates.
 - Source, screen and evaluate candidate applications
 - Evaluate candidates' qualifications and match them to job requirements
 - Develop and implement selection criteria for potential candidates
 - Prepare and present reports on recruitment activities
- Deva steals** 02/11/2020 - 22/12/2023
Project Coordinator
 - Coordinates standards and practices process for all productions
 - Submits and tracks all title requests to trademark department for all productions
 - Maintains payment schedule and budget inventory for all productions
 - Book travel arrangements for all productions
 - Observe and prep for the color separation process, including maintaining color room samples
 - Preparation of monthly materials and production planning
 - Assisting Executive Producer in all phases of bidding, scheduling and production
 - Monthly presentation to the management against plan and achievements.
 - Analysis and suggestions to development team for cost saving measures in the routine process.
 - Develop present project and upcoming project plans and execution.
- Geemacs** 05/08/2019 - 30/11/2020
Site Engineer (Mep)
 - Overseeing building work
 - Undertaking surveys
 - Setting out sites conform workfront
 - Checking technical designs and drawings to ensure that they are followed correctly
 - Supervising contracted staff
 - Ensuring project packages meet agreed specifications, budgets and/or timescales
 - Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager
 - Providing technical advice and solving problems on site
 - Preparing site reports and filling in other paperwork
- Optcool** 01/07/2019 - 31/07/2019
Internship
 - Organizing and controlling project elements.
 - Maintains project schedule by monitoring project progress.
 - Making project reports.

Education

- Ilahia College of Engineering & Technology** 2019
Mechanical Engineering /B Tech
- TTVHSS** 2015
Plus two
- TTVHSS** 2013

10th

Skills

- Mep designing and drafting, Microsoft excel, Autocad, Problem solving, Time management , Decisions Making.

College Projects

- Tounge Controlled Wheel Chair.
MEMS Manufacturing

Achievements And Rewards

- Certification in MEP DESIGNING AND DRAFTING. Post graduate diploma in HVAC.
Certification in NDT

Languages

- English,Tamil,Hindi,& Malayalam