



NOUFIDA A P

HUMAN RESOURCE MANAGEMENT

CONTACT

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Parappanangadi, Malappuram

PERSONAL SKILLS

- Multi tasking
- Leadership
- Confident
- Problem solving

TECHNICAL SKILLS

- Word
- Excel
- PowerPoint
- Digital Marketing

PERSONAL INFORMATION

- **DATE OF BIRTH :**17/07/1999
- **LANGUAGES KNOWN:**
English-(Intermediate)
Malayalam- (Native)
Hindi- (Beginner)
Arabic-(Beginner)

CERTIFICATES

- 1.Ms office
- 2.Global business foundation skill by Nasscom (ASAP)
- 3.Aptis Test by British council
- 4.Human Resources-Payroll by LinkedIn

PROFILE SUMMARY

Recent Human resource Postgraduate diploma holder with a passion for developing compassionate and caring long term assisted living facilities. Dedicated HR professional with expertise in recruitment, employee relations, and talent development. Strong communication and organizational skills.

EDUCATIONAL RECITAL

International PG Diploma in Human resource management (IACET) :Ibis Academy of higher education

IACET is an International Accreditors for Continuing Education & Training and is an International standard development organization that provides a framework for learning process excellence, which is globally accepted under ANSI (American National Standard Institute).

Major Topics Learned:

Training and development, Recruitment and selection,, Organisational behaviour, Performance Management, Compensation and Reward management, Labour Legislations, Employee Engagement, Leadership management, Workforce planning

Major Workshop under IACET which provides CEU :

- 1.Workshop in Excel.

Additional qualifications:

- 1.**BSc Mathematics**, 2016-2019 (University of Calicut)
- 2.**PLUS TWO (BIOLOGY SCIENCE)**, 2014-2016, MVHSS Ariyallur.
- 3.**DIGITAL MARKETING INTERNSHIP (3 month)**
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