



NEHA K C

Human Resources



Phone

+91 8281928834



Email

nehaarikothan@gmail.com



Location

Neha, Bhanu road
chalad, Kannur-670014



LinkedIn

<https://www.linkedin.com/in/neha-kc-74055a294>

SKILLS

- Communication
- Presentation and interpersonal skills
- Problem-solving and Critical Thinking
- Active Listening and customer service skills
- Excel And Word

LANGUAGES

- English
- Hindi
- Malayalam

INTERESTS

- Dance
- Music
- Writing

Self-motivated and result oriented HR intern seeking an entry-level position to utilize my networking, communication, and presentation skills to become a key pillar of the HR department. Active listener and exceptional communicator passionate to apply knowledge to real-life situations for fostering a positive workplace culture and promoting organizational growth.

EXPERIENCE

Human Resources | Internship at Quest Innovative solutions-Pvt -Ltd, Kochi

I assisted in recruitment, onboarding, and maintaining HR records. I supported training programs, responded to employee inquiries, and provided administrative support to enhance HR operations, contributing to a more efficient and organized workplace.

Human Resources: | Internship at Central Products Dairy, Alappuzha

Contributed to the talent acquisition process by matching candidates with suitable opportunities. Assisted in onboarding, employee engagement, and HR operations, gaining hands-on experience in documentation and compliance.

PROJECTS

Employee commitment and its impact on team performance with regard to Quest Innovative solutions pvt ltd.

Impact of Social-media on consumer decision making process

- A Comprehensive Organization Study Report at MILMA"

EDUCATION

Undergoing training in MS Office at Amazon Computer Education, Kannur, with a focus on Word, Excel, and PowerPoint skills.

MASTER OF BUSINESS ADMINISTRATION | 2022 – 2024

Department of management studies, Kannur University

BACHELOR OF BUSINESS ADMINISTRATION |

CGPA- 87.77% |2022 – 2024

Co-operative Arts And Science, Madayi

DECLARATION

I hereby declare that the above- mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.