



PERSONAL INFO

Dubai, UAE
DOB : 23-04-1999
Nationality : Indian
Marital Status : Single

COMPETENCIES

- ✓ Strategic Thinking
- ✓ Communication
- ✓ Client Relation
- ✓ Decision-Making
- ✓ Record Management
- ✓ Planning Skill
- ✓ Problem Solving
- ✓ Inventory Management
- ✓ Customer Service
- ✓ Leadership Skill
- ✓ Conflict Management
- ✓ Adaptability
- ✓ Resource Allocation

IT SKILLS

- Basic computer knowledge
- MS Office ³⁶⁵

LANGUAGE

- ✓ Malayalam
- ✓ English
- ✓ Hindi

NANDINI P NAIR

Administrator / Logistic Assistant / Sales Coordinator

☎ +971 568472997

✉ nandinipnair2@gmail.com

in www.linkedin.com/in/nandini-p-nair-113a9823b

SUMMARY

HR Postgraduate with one year of diverse experience, combining academic expertise with practical skills in talent acquisition, employee relations, and HR processes. Seeking a challenging HR role to contribute strategic insights and operational support. Proficient in recruitment, training, and HR policy implementation, eager to apply this knowledge in a dynamic corporate setting. Committed to fostering a positive work environment, promoting employee engagement, and supporting organizational success through innovative HR practices and effective people management.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

KOCHU THUNDI TRADERS, KERALA | MAY 2022 - MAY 2023

- Manage data in spreadsheets and reports.
- Organize and schedule meetings and appointments.
- Supervise other staff and delegate responsibilities.
- Handle technical issues in their area of expertise.
- Keep records and reports up to date.
- Provide general support to visitors.
- Carry out clerical duties, including answering phones and preparing documents.
- Act as the point of contact for internal and external clients.
- Inventory management and ensure timely dispatch of materials.
- Order office supplies and research new deals and suppliers.

EDUCATION

MBA (Human Resource & Operations)

MARTHOMA INSTITUTE OF INFORMATION TECHNOLOGY, India | 2020-2022

B.B.A

K.V.V.S COLLEGE OF SCIENCE AND TECHNOLOGY, India | 2017-2020

CERTIFICATION

LOGISTICS – AVODHA EDUTECH PVT LTD, TRIVANDRUM	- 2023
MANAGERIALSKILLS FORINTERPERSONAL DYNAMICS	- 2021
SWAYAM ONLINE CERTIFICATION (Personality Development)	- 2020

WEBINAR

“WHAT’S MAKE A ENTREPRENEURS ENTREPRENEURALS”

Conducted at TKM Institute Management

“FRAMEWORK FOR ENTREPRENURIAL AND VENTURE REGISTRATION”

-- Conducted at TKM Institute of Management

PROJECT

A STUDY ON QUALITY WORK LIFE OF EMPLOYEES
CYBERIA SOFTWARE PVT LIMITED TECHNOPARK, TRIVANDRUM

EMPLOYEE RETENTION STRATEGIES
AGRISOFT DIARY AND AGRO PRODUCER CO.LTD, EDAPPON