



NAVANEETH KUMAR N V

PROFILE SUMMARY

Detail-oriented and organized assistant with experience in supporting functions, including recruitment, onboarding, employee relations, and benefits administration. Skilled in maintaining accurate employee records, assisting with payroll, and ensuring compliance with HR policies and labor laws. Proficient in Microsoft Office Suite. Known for excellent interpersonal skills, a collaborative mindset, and the ability to handle confidential information with discretion. Aiming to contribute to a dynamic HR team by providing reliable support and enhancing operational efficiency.

WORK EXPERIENCE



Office assistant and data entry

New Janata glass, Kasaragod, Kerala.

Jun 2021 – Nov 2022

Duties & Responsibilities

Administrative Support:

Providing general administrative support to office staff, including managing phone calls, emails, and mail correspondence.

Assisting with scheduling appointments, meetings, and travel arrangements.

Document Management & Filing:

Organizing and maintaining physical and digital files and records.

Scanning, copying, and filing documents accurately.

Data Entry & Record Keeping:

Assisting with data entry, record keeping, and ensuring that information is updated and accurate.

Office Organization:

Maintaining office supplies and inventory, ensuring the office is well-stocked and functional.

Managing office equipment (printers, fax machines, etc.) and coordinating maintenance when necessary.

Support to Senior Staff:

Assisting managers or senior staff with administrative tasks as needed.

Running errands or handling specific requests as required by other office personnel

EDUCATION



MASTER OF SOCIAL WORK

Central University of Kerala,

Kasaragod, Kerala, India

2022-2024



Bachelor of Commerce

Affiliated to Kannur University, IHRD Model College

Kasaragod, Kerala, India

2019-2021



Certificate Course in Human Resource Development

IIT Kharagpur

CONTACT ME



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Masud 562V+J9M Al quoz 4 -
Dubai United Arab Emirates.

Visa status : Visit visa

Passport No : T 1234621

Date of expiry: 31/01/2029

PERSONAL INFO

Nationality : Indian

Gender : Male

Marital status : Single

Date of Birth : 11/06/1999

SKILLS

- Invento
- Material Handling
- Stock Rotation
- Teamwork
- Attention to Detail
- Safety Protocols
- Time Management
- Physical Stamina
- Administrative Support
- Recruitment Support
- Onboarding and Orientation
- Employee Record Management
- Payroll and Benefits Assistance
- Policy Compliance
- Communication Skills
- Problem-Solving
- Microsoft Office Suite
- Attention to Detail
- Team Collaboration

SOFTWARE PROFICIENCY

- Accounting Software
Tally ERP
- MS Office
Word | Excel | PowerPoint

- Chat gpt
- Canva
- IBM SPSS

AREA OF INTERESTS

Data base management

Data management and accuracy

Analysing and reporting

Attention detailing

HR Analytics

Compensation and Benefits

HR Process Improvement

Employee Engagement

Employee Relations

LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

HOBBIES & INTERESTS

- Music
- Travel
- Sports
- Movies



Higher Secondary

Government higher secondary School Periyar,
Kasaragod, Kerala, India

2015-2017

CERTIFICATION OF COMPLETION

- This is certified that I completed my MS Excel at Synergy Kanhangad, Kasaragod. And this certificate is provided by NSCD (National Skill Development Corporation)

PROJECT UNDERTAKEN

- A Study On satisfaction of Royal Enfield customers in kanhangad area
- The impact of sleep quality on academic performance among university students

ACHIEVEMENTS AND AWARDS

- Capacity Development and Skill Enhancement Workshop Organized By Central University of Kerala

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

NAVANEETH KUMAR N V