

NAYANA G S

Management Professional

EDUCATION

- Master of Arts Human Resources Management** **2023**
Rajagiri College of Social Sciences, Kochi (Autonomous)
• Marks in Percentage: 77. %
- Bachelor of Arts in Economics** **2020**
St. Joseph's College (Autonomous) Devagiri
University of Calicut
• Marks in Percentage: 88.3%
- Vocational Higher Secondary (Kerala Board)** **2017**
G.V.H.S.S. Atholi
• Marks in Percentage: 93%

Internships

Ernakulam Medical Centre (December 2022)

- Training and Development

Malabar Group Head Quarters (May'22 – June'22)

Human Resource Intern

- Man-power sourcing through different websites (Naukri, Indeed)
- Scheduling and coordinating interviews
- Assisted in interviewing candidates and pre-on-boarding
- Employee Welfare

Projects

- Project on Challenges faced by retail lottery sellers in Kerala-2017
- Impact of online reviews on employees and candidates and the risk of retention at Malabar Group Head Quarters- 2022
- Impact of flexible work arrangement on work-life balance and employee intention to stay on IT employees -2023

Positions of Responsibility

- Coordinated the Economic fest "Reflate 2019": Intercollegiate competition for the quiz, paper presentation, and debate at Devagiri College
- Volunteer in National Youth Camp 2019 organized by the National Institute of Culture and Education at Wardha, Maharashtra.
- Member of Social Media Team & Direct Marketing for Rajagiri National Business Quiz-2021
- Member of Invitation & on-stage for Rajagiri Business League 2021
- Volunteer Marketing Game- Inflore 2021
- Volunteer Crayons-organized by the Transcend-Social wing of Rajagiri-2022&2023
- Social Media Head- Rajagiri National Business Quiz 2022
- General Coordinator -Indo Pacific Quiz Organized by Rajagiri College of Social Sciences & Supported by U.S. Mission in India 2022
- Marketing Game Head- Inflore 2022
- Student member of the National Institute of Personal Management (NIPM) Kerala Chapter
- Program coordinator- Rajagiri HR Fraternity Meet 2022 in Professional Collaboration with NIPM Kerala Chapter
- Volunteer Drive to Life - an initiative by Rajagiri Transcend
- Class Representative- 2021-2023


Recognitions & Rewards

- Subject topper- Statistics for Human Resource Management-2022
- Subject topper- Fundamentals of Management- 2021
- Achieved the School Topper Award -Plus Two Humanities- 2017
- Badminton Champion – 2010-11 & 2011-12


Certifications & Courses

- HR Analytics **KPMG**
- Managerial Ethics: Reflective Practices for Action **IIMB**
- Digital Body Language **Udemy**
- Professional Life Coach **Alison**



 ngsnair1999@gmail.com

 (91) 8594084044

 <https://www.linkedin.com/in/nayana-g-s-310673198/>

Technical Skills

- MS Word, Excel, Power Point
- Google cloud: Doc, Sheets, Slides

Languages

- **English** Fluent
- **Malayalam** Fluent
- **Hindi** Intermediate

Hobbies

- Badminton

Personal Details

Date of Birth: 30-05-1999

Gender: Female

Address: Suparna (Ho), Thiruvangoor (Po)

Koyilandy, Kozhikode (Dist.), Kerala

Pin: 673304