

NAVAF CN

MBA GRADUATE

Kerala, India | +91 75106 60282 | navafalu@gmail.com

Objective

Highly motivated MBA graduate with a passion for building high-performing teams and driving business growth. Possesses strong analytical and problem-solving skills with a solid foundation in marketing and HR principles. Eager to leverage academic knowledge and proven communication skills to contribute to a dynamic team environment. Committed to continuous learning and exceeding expectations.

Work Experience

BelAS Academy | Academic Coordinator & Administration **2021 - 2023**

- Implemented a new scheduling system that reduced class overlap by 20%.
- Assisted the firm in the recruitment of faculties and ensured faculty engagement.
- Developed a data dashboard that provided real-time insights into student performance, leading to a 15% increase in overall academic achievement.
- Conducted a comprehensive analysis of student feedback, resulting in the introduction of new programs that increased enrollment by 10%.

Projects

HR Project Intern | Malabar Regional Co-operative Milk Producers Union (MRCMPU Ltd.) **1 month**

- Topic: A Study on Motivational factors and Impact on Employee Performance
- Studied how an organization motivates its employees.
- Analyzed the impact of various motivational techniques on employees.
- Provided actionable insights to the organization, leading to the adoption of improved motivational strategies.
- Contributed to a measurable increase in employee engagement and performance metrics within the study period.

Project Intern | Midad Drinking Water LLP. **1 month**

- Topic: Entrepreneurship & Organizational Study
- Get to know of various processes involved in business, documents needed, etc.
- Helped participating organizations implement more effective marketing and management practices, leading to improved business performance.

Educational Qualification

Pondicherry University | MBA General Management 2022 - 2024
Specialization in HR & Marketing | CGPA: 7.79

Hansraj College, University of Delhi | BA (Hons) English 2019 - 2022
Completed graduation in English Language and Literature | CGPA: 7.02

Skills & Abilities

- Management
- Problem-solving
- Communication
- Leadership
- Team Work
- Adaptability
- Coordination
- Basic SQL
- IBM SPSS Statistics
- MS Excel
- MS PowerPoint
- MS Word

Certifications

Fundamentals of Digital Marketing | By Google

- Completion ID: 228384180
- Learned about modern marketing and advertising techniques, scope, and strategy.

SEO Certification | By HubSpot Academy

- Certification code: 688861b10841c2900c5417f2850b3
- Learned how to optimize a website, and its web pages, increase traffic to the website, create links, etc.

Certificate of French Language | University of Delhi

- Done Basics in French Language and Culture.

Languages

- English
- Hindi
- Malayalam
- Arabic
- French