

GIFTY RG

Place:Nagercoil **Phone:**+91-9003887373 **✉Mail:** giftyr11@gmail.com

About

Motivated and communication-focused post graduate in English Literature seeking an opportunity in Human Resources where I can utilize my interpersonal skills, coordination abilities, communication strengths, and organizational skills to contribute to recruitment, employee engagement , and HR operations.

Skills

- Communication & Interpersonal Skills
- Documentation & Reporting
- Employee Engagement
- Presentation Skills
- Team Coordination
- Time Management
- Training Support

Technical Skills

- Microsoft Excel
- Microsoft Word
- Power Point
- Google Sheets
- Basic HR Documentation
- Data Management

Work Experience

MIS Analyst–Athen Cars,Nagercoil.

May 2025–March 2026

- Prepared and circulated **daily Booking and Stock Reports** for management review
- Maintained accurate records using Excel and **Dealer Management System**
- Streamlined documentaion workflow for billing and **RTO process** after payment completion.
- Managed **customer comminication** for status updates and documentation follow ups
- Worked closely with cross-functional teams to maintain smooth operational flow.

Education

Master of Arsts, Scott Christian College, Nagercoil . Percentage- 76%

2019-2021

Bachelor of Arsts, Scott Christian College, Nagercoil . Percentage- 72%

2016-2019