

Rashmi Satish Nair

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DOB: 10/10/1994



Objective/Summary

Seeking a challenging career as an HR professional in an organization to deliver best of my skills and make best use of my efforts in gaining experience while contributing to the development of the organization.

Work Experience - BIZLEM PVT.LTD. (January 2018 – Present)

Designation: HR Generalist/Administrator

Roles & Responsibilities:

- Understand and analyze the requirement of the organization.
- Recruit candidates according to the requirements of the organization.
- Source and screen profiles of candidates through job portals, short-list the candidates in preliminary rounds and arrange for interview.
- Employee orientation, documentation process, identifying training needs, Joining & exit formalities.
- Coordination with CEO and Director in the organization.
- Managing compensation and payroll of employees.
- Employee's grievance and query handling related to salary and day to day issues.
- Make the coordination with the accounts department.
- Arranging events and other activities for motivating the employees.
- Execute any other assigned duties as per business requirement.
- Maintain the records of employees.
- Preparing and Maintaining Cash vouchers for Office Expenses.
- Maintaining a stock of Stationery, Snacks and Laptops for employees.

Internship- AMUL INDIA LTD. (May 2017 - June 2017)

Responsibilities & Learnings:

- Pitching of Amul Fresh Products.
- Analysing the behavior of consumers and retailers.
- Team Building & meeting deadlines.

Education			
Year	Degree	Institution	Percentage/Marks
2018	MMS/MBA	Kohinoor Business School, Mumbai University	“A” Grade with 8.07 CGPA
2015	BMS	N.G. Bedekar College of Commerce, Mumbai University	69.35%
2012	Class 12th	B.E.S. Jr. College of Commerce and Science, Maharashtra Board	70.33%
2010	Class 10th	Vani Vidyalaya Secondary High School, Maharashtra Board	79.27%

Extracurricular Achievements:

- Volunteered college event named “Festomania” in Kohinoor Business School.
- Member of Cultural Committee and Anchored Quiz competition in Kohinoor Business School.
- Participated in Singing and Dancing Competition in Inter college as well as in Kohinoor Business School.
- Participated in Student Forum and Research Academy activities in N.G. Bedekar College.
- Member of Cultural and Creative committee for the event named “Chrysalis” in N.G. Bedekar College.

Skills:

- Microsoft Office / Google Docs
- Designing in Computer Science and Graphics (DCSG)

Linguistic Proficiency:

- English (Professional Proficiency)
- Hindi, Marathi, Malayalam (Bilingual Proficiency)

Hobbies:

- Listening and singing songs

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Date:

Place:

Rashmi Nair

