

AJIT NAIR

Email ID : ajit.nair89@gmail.com
Contact No. : +91-7874562111



Career Objective

Human resource Generalist cum office administrator with nearly 5 years of experience in statutory compliance, employee relations, H.R operations & administration. Aiming to use my dynamic communication and organization skills to achieve objectives and goals of the organization and at the same time foster my professional growth.

Career Summary

- ✓ Nearly five years of experience in HR operations together with experience in statutory compliance, HR services and office administration.
- ✓ Experience in manpower management, healthy employee relations, handling employee grievances thus creating an amicable and transparent environment
- ✓ Progressive learning and communication skills with the ability to meet deadlines.

Academia

- ✓ Masters in Business Administration (H.R) from Gujarat Technological University (2010-2012)
- ✓ B.Com from Gujarat University (2007-2010)

Work Experience

<i>Gujarat University Startup and Entrepreneurship Council (GUSEC)</i> <i>(From July 2019 onwards)</i> <u>Post: Associate – Administration</u>	Job Responsibility <ul style="list-style-type: none">✓ Housekeeping Management✓ Facility Management✓ Vendor management✓ Inter-departmental liaisoning for operational activities✓ Processing of Bills✓ Creation of payment vouchers✓ Inventory Management✓ Stock verification
<i>Nehru Foundation for Development</i> <i>(November 2017 to June 2019)</i> <u>Post: Admin Assistant</u>	Job Responsibility <ul style="list-style-type: none">✓ Assist in talent acquisition and recruitment processes✓ Performance management✓ Coordination for audit and resolving queries thereon✓ Maintaining employee files
<i>Radixweb</i> <i>(October 2014 to September 2015)</i> <u>Post: HR Executive</u>	Job Responsibility <ul style="list-style-type: none">✓ Issuance of various letters to the employees,✓ Building and maintaining rapport with the employees✓ Attendance management✓ Annual Appraisal co-ordination✓ Managing company events/outings

Motif India Infotech Pvt. Ltd. <i>(December 2013 to October 2014)</i> <u>Post: Jr. HR Executive</u>	<ul style="list-style-type: none"> ✓ H.R Policy creation/initiatives ✓ Statutory administration Job Responsibility <ul style="list-style-type: none"> ✓ Handling P.F. correspondence at P.F. office ✓ Employee Insurance/medical claims co-ordination ✓ Employee data management ✓ Understanding employee grievances ✓ Exit formalities
---	---

Technical Qualifications:

Knowledge working in SPINE HR, MS Office

Internship Training

Internship with Adani on “Factors affecting attrition at Adani Wilmar Limited” (45 days)

1. Analysis of the exit forms filled by 80 employees in the year 2010-11
2. Understanding the major reasons owing to which employees left the company
3. Assessing how employees viewed Adani Wilmar as a company and their tenure.

References:

1. Mr. Muraleedharan P. (Head Admin)	Amnex International, Ahmedabad (+91-7359453711)
2. Ms. Dimple Dave (Manager – H.R)	Radixweb, Ahmedabad (079-26400685)

Other Details:

Address: B-7, Raviniketan Apartments, Opp. Chinmay Crystal, Nr. Vastrapur Lake, A’bad - 54
Hobbies: Reading, solo drives