

Sruthi Nair

HR EXECUTIVE

Profile

Experienced and self-motivated Human Resources Professional with 1 year of Industry experience administering policies and procedures in the Human Resources Department of a fast-moving Market Research company.

Employment History

Sr. HR cum Admin Executive, WeSage BPM, Ahmedabad

APRIL 2023 – PRESENT

- Managing the recruitment and selection process for new employees, including job postings, resume screening, interviewing, and onboarding.
- Developing and maintaining positive relationships with employees, handling employee grievances, and ensuring compliance with labor laws and regulations.
- Managing administrative functions such as office maintenance, vendor management, travel arrangements, and event planning.
- Developing and implementing employee engagement initiatives to enhance employee morale, motivation, and job satisfaction.

HR Executive, IBI Global Research Solutions Pvt Ltd, Ahmedabad

MARCH 2021 – MARCH 2023

- Developing and implementing HR policies and procedures that align with the organizations goals and objectives.
- Recruiting and hiring new employees, conducting interviews, and negotiating salaries and benefits.
- Managing employee relations, including resolving conflicts, conducting disciplinary actions, and developing employee engagement programs.

Client Services Executive, IBI Global Research Solutions Pvt Ltd, Ahmedabad

FEBRUARY 2020 – MARCH 2023

- Developing and maintaining strong relationships with clients, understanding their needs and preferences, and ensuring their satisfaction with the company's products or services.
- Providing clients with regular updates on their projects and the status of their accounts, and addressing any issues or concerns they may have.
- Finding future prospects for the company by doing secondary research and finding leads for the BD purpose, through websites like LinkedIn Sales Navigator, Zoominfo, Hunter, etc.

Research Analyst, IBI Global Research Solutions Pt Ltd, Ahmedabad, Ahmedabad

OCTOBER 2018 – FEBRUARY 2020

Details

Ahmedabad

India

7096217017

nairsruthi08@gmail.com

Links

[LinkedIn](#)

Skills

Communication Skills

Ability to Work Under Pressure

Ability to Multitask

Secondary Research

Ability to Work in a Team

Knowledge of MS Office

Languages

Malayalam

Hindi

English

- Conducting research on industry trends, consumer preferences, and market conditions using a variety of methods such as surveys, focus groups, and online research.
- Collecting and analyzing data on consumer behavior, such as purchasing patterns, product usage, and demographics.

Education

Five Years Integrated BBA - LLB Programme, L.J College, Ahmedabad

AUGUST 2016 – APRIL 2022

Senior School (12th Std), The New Tulip International School, Ahmedabad

APRIL 2015 – APRIL 2016

Secondary School (10th Std), Asia English School, Ahmedabad

APRIL 2013 – APRIL 2014