

Bismi Rajith

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JOB OBJECTIVE

To excel in whatever I do and to the best, with the help of the skills, knowledge and experience that I have gained. I also would like to place myself in a position with a strong sense of commitment and a sincere emphasis on challenging work.

WORK EXPERINCE

- ❖ Have a total experience of more than 4yrs in KPO (International) industry.
- ❖ Last Job in an Apple Premium Reseller as Product Trainer
- ❖ Worked with First Advantage Private Limited (Asia's leading background screening Company) as Trainer
- ❖ Worked with Hemratna Steels as an Assistant Accountant

SKILL SETS

- ❖ Good in developing reports in MS Excel, Pivot table, V-Lookup. Well versed with all MS Office applications (Up to Office 2010).
- ❖ Exceptional interpersonal, communication and organizational skills with demonstrated abilities in team building and driving front liners.
- ❖ Excellent relationship management skills with the ability to relate to people at any level of business and management across diverse industry verticals.
- ❖ A thorough professional with a proactive attitude, capable of thinking in and out of the box.

ACADEMIC CREDENTIALS

MBA (HR)	2012. WELINGKAR INSTITUTE OF MANAGEMENT	63%
B.COM	2008. MUMBAI UNIVERSITY	69%
XII (COM)	2005. NEW ENGLISH JR. COLLEGE, MUMBAI	72%
S.S.L.C	2003. LITTLE FLOWERS ENGLISH HIGH SCHOOL	68%

WORK EXPERIENCE

RSG INFOTECH PRIVATE LIMITED (APPLE PREMIUM RESELLER)

Designation : TRAINER

Duration : 09 April 2012 – 22 September 2012

JOB PROFILE:

- Keeping myself updated with all the Apple products information and training the existing Retail staff with the new products launched by Apple Inc.

- Conducting refresher trainings for the existing sales staff
- Conducting soft skill training for all the Apple Retail outlets in Mumbai
- Keeping the Retail staff updated with the new changes in Apple
- Identify potential sales issues amongst the team & resolve the same on a proactive basis
- Provide coaching and feedback to team members
- Establishing work priorities and ensuring quality compliance set by Apple Inc. are met by the Sales Staff.
- Conducting inductions for the new joiners joining the Company
- Training the new joiners on the various Apple products

ACHIEVEMENTS:

- Best performer in Retail Section – Mumbai Branch
- Got many appreciation mails from the Customers who gained Apple product knowledge from me
- Scored the maximum marks in Retail Audit done by Apple Inc.

FIRST ADVANTAGE PRIVATE LIMITED, MUMBAI

Designation : PROCESS TRAINER (Moved from Operations to Learning & Development Team by successfully clearing an **Internal Job Posting**)

Duration : 16 April 2008 – 31 December 2011

JOB PROFILE

❖ *In Operations:*

- Making and auditing the background verification Reports for most of the World's top IT sector Companies and Banks.
- Responsible for the final product (Reports) of the Company and thus part of the revenue generating team.
- Keeping the team updated with the changing requirements of the Client.
- Performing the role of Subject Matter Expert
- Performed the role of a Quality Analyst
- Auditing the Reports of the new joiners and providing feedback
- Managing and handling a team of 25+ members in the absence of a Team Leader

❖ *In Learning & Development Team:*

- Conducting Inductions for all the new hires
- Conducting Process Trainings for the new hires based on the Company's requirement
- Conducting refresher trainings for the existing employees to improve their Quality and output. Explaining the Quality parameters to the employees to assure 100% quality
- Part of various internal projects of the Company and helping the management to accomplish the objective of the new projects
- Conducting training for our Clients on the software's used by us

ACHIEVEMENTS:

- Won the Brilliance award amongst other locations.
- Won spot award
- Won the Team award for being the Top Performer of 2009
- Was the Top Performer for January 2010
- Received many Client appreciations for the training conducted for them

HEMRATNA STEELS, MUMBAI

Designation : Assistant Accountant
Duration : 2005 - 2007

JOB PROFILE

- Handling accounts and maintaining records of all transactions

IT SKILLS

- ❖ MAC OS : Operating MAC Operating System till the latest version
- ❖ Microsoft Application : MS Office (i.e. MS Word, MS Excel Micro and Macro level & Power Point) and iWork (i.e. Keynote, Pages & Number)
- ❖ Database : Tally

PERSONAL DETAILS

Husband's Name : Rajith Chandran
D.O.B : 17 August 1987
Gender : Female
Marital Status : Married
Languages Known : English, Hindi, Malayalam and Marathi.
Nationality : Indian
Visa : Family Visa
Current Address : Flat No.31,
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Block 333, Arad, Muharraq
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