

Rekha R Babu

"Alinkeezhil", Arramkottam, P O Azhikode South , Kannur, Kerala / rekha.babu84@gmail.com / 8547635338

Summary

Experienced Hr executive with 13 years of experience in administration and customer service. Currently pursuing medical transcription course.

Education

MSc- MASTERS IN BIOANALYTICAL SCIENCES

Ramnarain Ruia College, Mumbai, Maharashtra
06/2008

BSc- BACHELOR'S DEGREE IN CHEMISTRY

G. N. Khalsa College, Mumbai, Maharashtra
03/2006

HSC- HIGHER SECONDARY SCHOOL CERTIFICATE

G.N. Khalsa College, Mumbai, Maharashtra
03/2004

SSC- SECONDARY SCHOOL CERTIFICATE

S.I.W.S. High School, Mumbai, Maharashtra
03/2001

Experience

RIMS International School

HR Incharge, Kannur, Kerala
04/2015 - Present

- Supporting the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening, arranging and conducting an interview, communicating with supervisors and offer negotiation.
- Maintaining employee files and records, communicating HR policies & across the organization at all levels.
- Making salary statements, tracking attendance, maintaining leave records, PF records, ESI records, issue letters, acquittance registers etc.
- Managing the support staff.
- Address grievances of staff and guide them accordingly.
- Drafting official mails and other communication.
- Handling admissions as and when required for classes from kindergarten to grade 12.

RIMS International School

Office Secretary, Kannur, Kerala
03/2013 - 09/2014

- Managing front office, enquiries etc.
- Drafting letters and other correspondence, reports, memos etc as and when required.
- Managing the school software.
- Handling new admissions, maintaining records of all students.

- Maintaining database of students.
- Work related to CBSE affiliation.

MIDAS INTERIORS AND ELECTROMECHANICAL SOLUTIONS

BUSINESS DEVELOPMENT MANAGER /ADMINISTRATION

09/2011 - 11/2012

- Business generation through tele calls.
- Dealing with walk in clients.
- Developing and negotiating contracts for customers.
- Preparing presentations for clients.
- Providing field staff support. Meeting clients with the field staff as and when required.
- Making quotations for the projects and overlooking the budgets. Coordinating between the designing team and the marketing team to ensure smooth progress of the projects.
- Reporting to the superior officers regarding the progress.

OROCHEM INDIA PVT LTD

CUSTOMER SUPPORT EXECUTIVE

06/2008 - 04/2011

- Business generation by cold calling customers.
- Providing leads to field staff.
- Receiving orders from clients and overlooking the execution of the order.
- Attended out of state conferences and exhibitions for promotions and business developments.
- Creating reports and monthly presentations of targets.
- Providing technical assistance to clients
- Conducting quality tests on products before release.

Skills

Customer service, Time management, Communication skills, Computer literacy, Teamwork

Languages

English, Hindi, Malayalam, Marathi