

ARYA T.G NAIR

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CAREER OBJECTIVE

To give better co-operation and better performance. And enhance my skill, knowledge and to face the challenges of current environment and give profiles through my performance and skills.

PERSONAL SKILL

- Enjoy strong analytical, communication and interpersonal skill.
- Hard work in nature
- Work with determination and dedication.
- Eager to learn new areas,
- Self- motivation
- Problem solving

WORK EXPERIENCE

Company name : Topsides Engineering Private Ltd

Designation : HR recruiter/ BDE

Duration : September 2017 to till now

Roles and Responsibilities:

- Welcome new employees to organization by conducting on boarding procedure and coordinate new joiners for other formalities
- Protect operations by keeping human resources information confidential.
- MIS – maintain employee's personal files and records by entering and updating employment and status change data.
- Initiate and coordinate various employee engagement practices across the organization.
- Handling issues of employees working in Indian and Ajman Office.
- Direct interview, salary negotiation, offer for employment, decision making are some of the main activities done for organization growth.
- Conducted campus interview for Indian office recruitment
- Recruiting candidates from abroad countries for Ajman office.
- Ensuring relevant weekly, monthly and quarterly reports are presented to business group.
- Posting employment opportunities with various employment websites.

- Sourcing through LinkedIn, CareerBuilder, Indeed, and Naukri to search for qualified candidates
- Identifying new sales leads
- Contacting potential clients via mail or phone to establish rapport and setup meetings
- Planning and overseeing new marketed initiative
- Bring good projects from the clients.
- Conducting research and analyzing data to identify and define audiences.
- Coordinating internal marketing and an organization's culture.

❖ **Junior Administrative officer at PPK Hospital Marthandam** since June 2016 to Dec 2016.

Roles and Responsibilities:

- Maintaining patient medical records and make certain all necessary logs are kept up-to-date through established protocols
- Supervising the staffs.
- Maintain Leave Tracking database by approving requests, updating statutory holiday calendar & following up on outstanding actions.

❖ **HR at Lister Hospital Mathandam Jan 2017 to Aug 2017.**

Roles and Responsibilities:

- Recruitment and hiring Process.
- Assist in key HR processes and activities such as Performance Management, Compensation Review.
- Worked as back-up for the processing of Test Lab time sheets.
- Preparing Shift Allocation List.
- Maintaining HR records.

EDUCATIONAL QUALIFICATION

❖ **MBA from Maria College of Engineering & Technology, Attoor, (76%)**

Anna University, 2016

❖ **BBA from Annai Velankanni College of Arts & Science, (75%)**

Manonmaniam Sundarnar University, 2014

❖ **HSC from Govt Higher Secondary School Munchirai, (60%)**

State Board, 2011

❖ **SSLC from Govt Higher Secondary School Marthandam, (72%)**

State Board, 2009

TECHNOLOGICAL SKILLS

- Packages : MS Office, Tally

PROJECT EXPERIENCE

- ❖ **BBA** (A study on consumer behavior on behalf of bharath motors, marthandam)
- ❖ **MBA** (A study on quality of work life among employees of Kerala small industries Development Corporation limited (**SIDCO**) Trivandrum).

PERSONAL MEMORANDA

Name : **Arya T.G Nair**

Father's Name : **R.Thankappan Nair**

DOB and Age : **9th June. 1994. 24**

Marital status : **Unmarried**

Gender : **Female**

Hobbies : **Reading magazines, Cooking**

Nationality : **INDIAN**

Languages known : **English, Malayalam, Tamil (Speak, Read and write)**

Address : **Peravilakam, Marayapuram, kappukadu post, K.K Dist**

DECLARATION

I hereby declare that all above mentioned details are true to the best of my knowledge.

Date :

Yours Faithfully

Place:

Arya T.G Nair