* **Curriculum Vitae**

**Rajiv Nair**

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**Objective:**To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**Personal Strength:** Communication Skills, Confident & Team Player

**Education Qualification:**

* **B. Com**

**Computer Skills:** MS Office & Internet Applications

**Professional Training - At Ajax Management Consultants Pvt. Ltd,**

**Course: Advance Diploma in H R Management**

**Location: Bangalore**

**During my training at Ajax Consultants, I was given exposure to the following areas**

**Recruitment :** Searching the database/web/jobsites to source out the required resumes /cv ,Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests ,Sell and forward the interested candidate resumes to clients against requirements with the help of senior recruiter (recruitment team) , Exposure of Handling three verticals IT , ITES & Non IT recruitment , Training the candidates on interview pattern and interview tips for all the rounds of interview , Making Cold calls & Head-hunting

**HR Generalist :** Taking Care of Joining formalities of the Employees , Co-ordination with the new jonnies of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Mediclaim& Other Employment Registration forms

**Payroll:** Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Marinating the Contract Employees details

**Work Experience**

**1). Company Name: A reputed consultant , Bangalore**

**Designation: Freelance Recruiter**

**From 15th Jan 2019 – Till Now**

**Job Profile:**

* Searching, screening & shortlisting of resumes based on requirements.
* Preparing JD’s
* Posting JD’s.
* Conducting interviews
* Co ordinate between employers & prospective candidates
* Following up with them till the selected candidates join with the employers

**2). Company Name: The Best Western Group, Bangalore**

**Designation: Executive - HR**

**From 1 Sep 2014 – 31 Dec 2018**

**Job Profile:**

* Payroll & Statutory Compliances
* Recruitment
* Selection
* Maintaining the Time Office
* Preparing Offer Letters, Appointment Letters, Warning Letters, IOC’s, ID Cards, Name Tags etc.
* Taking care of employee welfare measures
* Liasoning with the govt officials.

**3). Company Name: The Hotel Solitaire, Bangalore**

**Designation: Executive - HR**

**From 23 Jan 2012 – 10 Aug 2014**

**Job Profile:**

* Recruitment
* Selection
* Payroll & Statutory Compliances

**Skills:**

* Good in Excel & possess fair knowledge in accounts, income tax etc
* Fair in Tally with practical.
* Experience in using different payroll softwares like IDS, Win HMS & Saral

**Extra-Curricular Activities:**

* Music
* Traveling
* Surfing net

**Personal Details:**

* Father’s Name : Mr. G S Nair
* Date of Birth : 12.09.1981
* Nationality : Indian
* Marital Status : Single
* Languages Know : English ,Hindi & Malayalam

**Declaration: I Hereby declare that the above – furnished details are true with**

**best of my knowledge and belief.**

**(Rajiv Nair)**