

CURRICULUM VITAE

N. Shiva Nagarathna

Address : #1137, Lakshmi Srinivasa, 1st A Main Road, 3rd cross, Railway Parallel road,
K.S. Town Bangalore - 560060
Email : sr.kala2@gmail.com
Mobile : +91-9663603512

CAREER OBJECTIVE : Looking for a long-term association with people oriented organization where individual talents, skill honesty and hard work are acknowledged.

QUALIFICATION : B.COM, From Kengeri First grade collage Bangalore University.

COMPUTER SKILLS : Basic & DTP.

WORK EXPERIENCE : 8 years 9 Months

Worked with Global Suraksha : As a Admin and HR .(4th Jan 2011- Mar 23rd 2014)

1. Worked as a Admin and HR for process.
2. Recruiting new employees and handling on the process.
3. Hr introduction and settling the employees and handling employees issues regarding salary and attendance.
4. Conducting Ice breaking sessions, company introduction and building confidence in trainees about company and process.
5. Maintain companies admin accounts and manual ledgers.
6. Processing budgets and salary calculation based on employees attendance and time managements.
7. Appraisal calculation based on performance of employees.

Worked with IIFL : As a Sr. Trainer for Bangalore Branch .

1. Worked as a Sr. Trainer for insurance sector .
2. Handled various products of HDFC, SBI, TATA AIG, ICICI AND KOTAK MAHINDRA.
3. Training new candidates about basic of insurance, process details, product and soft skills training.
4. Conducting Ice breaking sessions, company introduction and building confidence in trainees about company and process.
5. Refresher training for existing employees and checking their work quality .
6. Floor observation for new employee and giving feedback for better performances.

Worked with E4E:

1. Worked as a Trainer for Kotak and SBI insurance process.
2. Training for insurance basic, tax importance, product training.
3. Soft skills training and quality evaluation of new trainees.
4. Call barging for improving employees pitch.

5. Floor training for entire process and conducting feedback sessions.
6. Building confidence in employees by reward and recognition through cash prizes and certificates for good business.

PERSONALITY : Enthusiastic communication and proven analytical skills, motivated achiever, goal driven performer and a good team player.

Intention to work sincerely towards the organization, obedient towards seniors and friendly towards colleagues, energetic approach towards work.

HOBBIES : Travelling and learning new language.

PERSONAL INFORMATION :

- Mother Name : Malamma
- Father Name : NAGAPPA.H
- Date of Birth : 26th December 1985
- Gender : Female
- Nationality : Indian
- Locality : Bangalore

LINGUISTIC ABILITY : Hindi, English and Kannada

DECLARATION : I hereby declare that the information furnished above is true to the best of my knowledge.

Regards,

N. Shiva Nagarathna.

DATE: