

# WANDARISA RYMMAI

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## OBJECTIVE

Seeking a position in the field of Human Resource Management to utilise my educational background, organisational skills, research knowledge and ability to work well with people, which will allow me to grow personally and professionally. With a strong sense of compassion and patience that I possess, it will help me to bring a better commitment in helping others.

## EXPERIENCE

#	Organisation	Designation	Period
1.	Power Grid Corporation of India Ltd, Gurugram (Corporate Office)	Intern – Human Resource Department	1 <sup>st</sup> April 2021 – 30 <sup>th</sup> June 2021
2.	Sterling Holiday Resorts Limited, Darjeeling	Intern – Human Resource Department	14 <sup>th</sup> May 2020 - 10 <sup>th</sup> June 2020
3.	Marico Ltd, Puducherry	Intern – Human Resource Department	22 <sup>nd</sup> January 2020 - 9 <sup>th</sup> April 2020
4.	Solara Active Pharma Sciences Ltd, Puducherry	Intern – Human Resource Department	3 <sup>rd</sup> July 2019 - 7 <sup>th</sup> November 2019
5.	Power Grid Corporation of India Ltd, Qutub Institutional Area Katwaria Sarai, New Delhi	Intern – Human Resource Department	20 <sup>th</sup> May 2019 - 18 <sup>th</sup> June 2019
6.	FXB India Suraksha , Puducherry	Social Work Intern – Programmes/ Projects	12 <sup>th</sup> December 2018 - 11 <sup>th</sup> April 2019

## ROLES & RESPONSIBILITIES

### 1. Power Grid Corporation of India Ltd

**Company Profile :** Power Grid Corporation of India Limited (PGCIL), is an Indian state-owned electric utility company and a Maharatna Public Sector Undertaking owned by Ministry of Power, Government of India headquartered in Gurugram, India. POWERGRID transmits about 50% of the total power generated in India on its transmission network.

- Handling of Contract Labour Management System
- Telecommunication support on matters relating to Contract Labour, Covid 19 related queries.
- Device and channel PowerPoint presentations .
- Assisted in maintenance of Covid 19 Medical Reports

### 2. Sterling Holiday Resorts Limited, "Remote Work"

**Company Profile :** Sterling Holiday Resorts Limited, is a holiday lifestyle company headquartered in Chennai. The company today has 35 resorts in 29 destination. Sterling Darjeeling constructed in 1995 is located at the highest point in Darjeeling which offers a spectacular view of the Kanchenjunga range.

- Assisted in Human Resource Competencies Assessment
- Hosted a Virtual Birthday Celebration for one of the employees.
- Reviewing applications, created a shortlist and invited candidates for an interview through Telephone calls or emails and assisted in issuance of offer letters.

### 3. Marico Ltd, Puducherry

**Company Profile :** Marico Limited is one of India's leading consumer goods companies providing consumer products and services in the areas of health, beauty and wellness. With its headquarter in Mumbai, Maharashtra, Marico is present in over 25 countries across emerging markets of Asia and Africa. In Puducherry , Marico has its oil (Parachute Oil) manufacturing unit.

- Handling of Statutory forms and Registers
- Maintaining Organization's Yearly Training Report
- Assisted in Welfare and Employee engagement activities
- Assisted in Onboarding Activities and Employee's File Management

#### 4 . Solara Active Pharma Sciences Ltd, Puducherry

**Company Profile:** Solara Active Pharma Sciences is a young, dynamic, entrepreneurial and customer oriented API (Active Pharmaceutical Ingredients) manufacturer, headquartered in Puducherry, India.

- Attended Grievance meeting
- Plant visit to understand about the Safety measures and activities taken
- Attended Safety Trainings ,conducted for blue - collar workers
- Prepared reports such as absenteeism, late coming etc. as part of Time Office Function.

#### 5. FXB India Suraksha , Puducherry

**Company Profile :** FXB India Suraksha (FXBIS) is a non-profit organization having its head office in Puducherry , India. The NGO is providing integrated development assistance to disadvantaged children, women and communities in rural & urban India to reduce their vulnerabilities in respect of poverty, health, education and protection.

- Assisted in Community Outreach Program
- Assisted in Livelihood Promotion Programs
- Report Writing.

### ACADEMIC QUALIFICATION

Exam	Batch	University/Board	Marks (%)
1. Bachelor of Arts in Political Science	2015-2018	St Edmund's College, Shillong-Meghalaya, North Eastern Hill University	62
2. Master of Social Work specialization in Human Resource Management	2018- 2020	Pondicherry University	79

### PROJECTS

Title	Project Brief
Research Project -2020	A study on "Work Life Balance and Work Stress Among Women Employees In Integra Software Services Pvt Ltd, Puducherry"

### ACTIVITIES

- Industrial Visits - Hindustan Coca-Cola Beverages ,Hyderabad & Eaton Power Quality Pvt Ltd, Puducherry
- Assisted - Internal Kitchen Audit of Marico Ltd, Puducherry
- Attended - Annual canteen committee meeting at Solara Active Pharma Sciences Ltd, Puducherry
- Assisted -Medical camp of Solara Active Pharma Sciences Limited , Puducherry, as part of its CSR activity
- Created & Hosted - A Webinar for a Panel discussion on "Social Work Response to Covid 19 in North East India".
- Conducted - Surveys as part of Research Project , during a Rural Camp and internship at FXB Suraksha.
- Participated – Singing and dance in the cultural events of the University.

### SKILLS AND ACHIEVEMENTS

- CCC certified
- MS Word
- MS Excel
- MS Power Point
- Communication and Listening Skills
- Presentation Skill
- Interpersonal Skill
- Team Work

### INTEREST

- Travelling
- Music

### PERSONAL INFORMATION

- Date of Birth - 6<sup>th</sup> April, 1996
- Nationality - Indian
- Gender - Female
- Languages - English, Hindi & Khasi
- Permanent Address - Pohktieh, Nongthymmai – Shillong ,Meghalaya , 793014