



AVANI NAIR

HR & Marketing

Internship

My Contact

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Hard Skills

- Zoho People
- MS Office
- Legal Research

Soft Skills

- Communication & interpersonal skills
- Problem- solving
- Teamwork
- Presentation skills
- Negotiation
- Conflict resolution

Education Background

- Master of Business Administration

SCMS School of Technology & Management
Management

2022–2024

- B.com LLB (hons)

*Bharata Mata School of Legal Studies,
Aluva*

2016–2021

- Bhavan's Adarsha Vidhyalaya ,
Kakkand

XII – CBSE – 2016

- Bhavan's Adarsha Vidhyalaya ,
Kakkand

X – CBSE – 2014

ACEWARE FINTECH SERVICES PVT LTD – Kaloor

April 2023 – June 2023

- Created accounts in various online job portals such as Naukri, indeed, etc. and managed the same.
- Assisted in resume screening and selection of multiple vacancies.
- Contacted various recruitment agencies.
- Assisted in managing interviews and coordinated the process.
- Assisted in issuing offer letters to selected candidates.
- Updated and maintained employee records in Zoho People.
- Conducted an online class for employees on Zoho People.
- Organized employee engagement activities.
- Recommended various ideas for employee retention.

Work Experience

Adv UMA RANI Associates – Elamakkara

Junior legal associate

December 2021 – August 2022

- Client consultation
- Legal documentation
- Case management
- Court appearance
- Administrative tasks
- E-filing

Position of Responsibility

- Management Fest Coordinator – SSTM – 2022–2024
- Committee member of International management fest – Shikar – 2023
- Moot court coordinator- BSOLS- 2016–2021

Certifications

- *HR Analytics using MS Excel for human resource management - Udemy -2023*
- *Certificate of Practice - All India Bar Council - 2022*