

# ROHIT RAVI

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**MBA Graduate with experience in L&D, seeking a role that will contribute towards mutual growth.**

- Catering to the needs of L&D, Performance Management and reporting needs for MENA population
- Very good team player with good skills in organizing (improved process documents required for key tasks and reports)
- Believes in direction being more important than speed.
- Possess good communication skills and interpersonal skills
- Willing and able to work under constant pressure and learn under various circumstances.

## WORK EXPERIENCE

**Ernst and Young (Feb 2014 to till Date)**

**Designation: HR Associate, Learning and Development (EY MENA)**

### **Job Description:**

#### **MENA Training responsibilities:**

- Planning and scheduling virtual training sessions using L&D tools for learning coordinators, Office Hrs.' and HRBPs for all Service Lines based on requirements.
- Handling end to end Learning Administration of MENA employees. (Classroom and Web based Learnings), also delivering compliance and analysis reports for CE (Continuing Education) and keep a track of the CE records of all employees.
- Interacting with the Office Learning Co-coordinators, Office HRs on a regular basis to identify the Learning requirements.
- Conduct end of course evaluation surveys and consolidating responses in Excel for management analysis
- Consolidation and analysis of various reports based on the request from different offices.
- Preparing weekly, monthly and other adhoc reports based on client requirements.
- Ensuring that queries & requirements of the employees are met effectively & resolved within the time.
- Liaise with the EMEIA EY Leads team (Global team) on the technical issues faced by the employees on EY Leads.
- Sending induction mails to the new joiners and sending them reminders to complete their learnings on time. (Currently in the process of automating)
- Administering induction mail templates to be sent out to new joiners.
- Follow-up and ensure that all the learning mandates are completed within a financial year.

### **MENA PMDP tasks (Performance Management)**

- Help employees complete the PMDP process by resolving queries over phone and mail.
- Liaise with the EMEIA MDS team on Customer escalations if an issue is identified on MDS (My Development Site).
- Manage the Performance Management and Development Cycle (PMDP) of the Employees through My Development Site. (Year End Review, Goal Plan, Mid-Year Review,).
- Liaising with the WFA team (Work force Administration) on the timely updation of Counselor details of all MENA employees.
- Assisting in updating engagements charged by an employee to the Goal Plan in MDS and keeping track of all employees' feedback requests.
- Involved in administering Multi Source Feedback (MSF) Tool for MENA employees for last FY.
- Administration of Year End Appraisal Ratings for MENA employees.
- Involved in consolidating and analyzing end to end reports from MDS based on requirements.

### **Genie Consultants Pvt. Ltd. (28<sup>th</sup> Jan 2013 to 8<sup>th</sup> April 2013), Chennai, Tamil Nadu, India**

#### **Responsibilities (Internship)**

- Sourcing, screening and shortlisting candidates for employees
- Interviewing and testing job seekers (cold calling also part of interviewing)
- Using social media to advertise job positions, attracting candidates and building relationships with them
- Briefing the candidates about the job responsibilities, salary and benefits
- Preparing Cvs to forward to clients in respect of suitable applicants
- Organizing Interviews for candidates as requested by the client
- Informing candidates about the results of the interview
- Receiving and Reviewing applications and managing interviews

## ACADEMIC PROJECTS UNDERTAKEN

- Effectiveness of Psychometric Testing in Recruitment process; a Project Internship at Genie Consultants Pvt. Ltd. (Chennai 8 week internship period) in 2013
  - Conducted psychometric testing on fresher candidates to analyze their profile
  - After conducting tests, it was found that these tests acted more of an aide in the recruitment process and these were not solely depended upon.
- Organizational Study at OGASCO L.L.C, Abu Dhabi in 2012
  - Studied and documented the various functional departments of the company
  - Prepared a SWOT Analysis and Porters Five Force's Model based on the Company
  - Assisted the HR head with day to day activities (Data Entry of employee details using HR formulae)
- A financial analysis at KELTRON ltd, Kerala in 2011
  - Initially its performance was low because of clients preferring products of the private players and they also underwent problems in their employee attendance system and employee remuneration
  - Its financial performance has improved over the past years(2005-2009)

## EDUCATION

MBA (HR and Finance) - May 2013  
Karunya University, India

Bachelors in Commerce (Computer Science) – May 2011  
Amrita University, India

Higher Secondary Certificate  
State Board of Secondary Education, India-2008

Senior Secondary Certificate  
Central Board of Secondary Education-2006 Abu Dhabi

## REFERNECES

Will be provided upon request

## PERSONAL INFORMATION

Nationality : Indian

Marital Status : Single

Date of Birth : 25<sup>th</sup> December 1989