**R E S U M E**

**Rashmi Nair**

**E-mail:** [**rashmivashist@gmail.com**](mailto:rashmivashist@gmail.com)

**Objective**

To work in an environment that is friendly, full of motivation, provide challenges which helps in enhancing my abilities, expertise and qualifications. To add and develop work ethics, commitment, accountability, attitude and most importantly results that will ensure healthy learning experience for me and will account for appropriate returns in the long run.

**Educational Qualification**

* **Academic**
* Bachelor of Commerce from Dr. D. Y. Patil College of Arts, Commerce and Science, Pune [2007]
* HSC from Dr. D.Y Patil College of Arts, Commerce and Science, Pune [2004]
* SSC from St. Ramanand High School, Pune [2001]

**Professional  Qualification**

* BTECH [HNC] in Aviation, Hospitality and Travel Management [2008 - 2009]
* **Computers literacy**
* Basic Knowledge of Windows and Internet
* Certificate Course in Computer Applications

**Career Development**

* **KPMG – January 2011 – July 2012 (Verification Analyst)**

Worked with KPMG as a Verification Analyst. I was part of the Forensic department which provides various services and Verification being one of them. Verification is a way to discover important information that can influence the hiring decisions you make. Many employers discover rather late that they have hired violent offenders and persons with a history of crime involving theft, embezzlement or fraud in various forms. KPMG Forensic helps organizations in conducting background checks of prospective employees.

**Designation: Analyst**

**Roles and Responsibilities:**

* Handling pre and post-employment checks of the candidates.
* Preparing final employment check reports for clients as per the client specification within the stipulated time frame.
* Quality Check of the reports prepared by the Team Members.
* Maintaining relevant trackers as in Final report tracker, Employment Verification status update tracker
* Sending Direct reports to the Clients
* Critical Second Level Audit for Mumbai, Bangalore, Chennai and Pune

**Personal Strength**

* Good Presentation, Communication and Analytical skills.
* Compatible to work in a team environment with the ability to handle tasks.
* Adaptability and Flexibility
* Capable of delivering results in high pressure and time sensitive situations
* Good communicator with ability to manage relationships at all levels

**Co - Curricular Activities / Achievements:**

* Participated in various competitions at school level
* Actively participated in Women’s entrepreneurship stalls which were held on Women’s day in the year 2011 at Office.

**Personal Information**

Husbands name: Ajit Nair

Date of Birth:                  2nd September 1984

Marital Status:               Married

Languages Known:        English, Hindi, and Marathi

Interests:                         Cooking, Shopping, Traveling

**Reference:**  Furnish upon request