



SIDDHARTH UNNITHAN

MBA

BA. BUSINESS & FINANCE

CONNECT WITH ME

+91-7498552616/+971-52-9826812
unnithansiddharth@gmail.com
Pune, India/Dubai,U.A.E.

EXECUTIVE SUMMARY

Creative, emotionally intelligent and a multi passionate individual. Working in Human Resources aiming to remind the ones around that its actually Human Relations.

Explored and worked into Business Development to Operations Management and now Human Resource Management.Skilled in HR Operations,Logistics, Performance Managment,Marketing, MS Office Suite

WHY ME

- Experienced in Working with Start ups
- Flexible and multi-dimensional Team Worker
- Experienced in working with Cross-functional team
- Ethical and Clear Communication
- Conflict Management and Problem Solving Attitude
- Hunger to learn and spread the knowledge acquired

GROWING SKILL SET

- | | |
|-----------------------------|-------------------------|
| • Human Resource Management | • Operations Management |
| • Recruitment | • Employee Relations |
| • Talent Acquisition | • Interpersonal Skills |
| • Social Media Marketing | • Content Creation |

Work Portfolio:

Content Creation - Free lancing

Pune,India (May 2019 - Present)

- Resume Writing, Social Media Post Creation,Logo Creation, Marketing Slogans, Copy Writing

HR Generalst - BizLynx Consultancy Services Pvt. Ltd.

Pune,India (Aug 2019 - Apr 2020)

- Involved in developing and enhancing the organization Policy and Procedures
- Recommending and Implementing strategies for Employee Motivation
- Conducting the entire Talent Acquisition Process
- Candidate and Client Relationship Management
- Create training programs for new-hires
- Perform on-boarding duties
- Assist in all Internal and External HR operations
- Actively involved in the Companies Digital Marketing Strategies
- Digital Marketing Content Creation

Free Lancing- Chemstock L.L.C.

Dubai,U.A.E. (Jan 2019 - Aug 2019)

- Marketing and Distribution of chemical products across GCC

HR & Operations Manager - Monitor Business Consultancy

Dubai, U.A.E. (Feb 2016 - Jan 2019)

- Overlook the Logistics operations of the Company.
- Suggesting and Implementing changes in the companies warehousing activities.
- Responsible for regular stock audits.
- Initialization HR operations within the Company.
- Employee Contracts and Policy Development
- Organizing Employee Welfare Programs

Business Development Executive - LP Flex L.L.C.

Dubai, U.A.E. (Sep 2013 - Mar 2014)

- Coordinate Product Launch campaigns and marketing strategies for introducing a new Product - Polytouch, Germany
- Product Sales,Marketing and Market Navigation
- Attend and Conduct various business Meet Ups and Seminars for promotion and product introduction
- Built up and over hauled the Company Profile and Company Presentation



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EDUCATION

Manipal University, Dubai
MBA Operations (2014 - 2016)

Heriot Watt University (U.K.), Dubai
BA Business & Finance (2011-2013)

Brihan Maharashtra College of
Commerce, Pune
Higher Secondary Education

ONLINE COURSES

- **Administrative Human Resource Course - Udemy**
- **The Complete Digital Marketing Course - Udemy**
- **Introduction to Individual Skill Management - The State University of New York - Coursera**
- **The Complete Copy writing Course - Udemy**

FIND ME ON

LinkedIn:

<https://www.linkedin.com/in/siddharthunnithan25/>

Facebook:

<https://www.facebook.com/sidunnithan>

LIFE OUTSIDE OFFICE

Will always remain a Sportsman at Heart:

-Represented various Semi- Professional and Professional cricket teams in India and Dubai
-Would love to end the day with an hour for Badminton, Table Tennis

- Involved in Volunteer activities for Art of Living Foundation
- Practice Meditation and Yoga
- Fitness Enthusiast
- Painting
- Writing
- Music - Guitar