

PRIYANKA S NAIR

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CARRER OBJECTIVE:

To develop as a professional and to contribute towards achievement of the organizational goals by utilizing my knowledge skills and experience.

PROFILE SUMMARY:

- MBA (HR) with strong interpersonal and communication skills.
- Ability to work in a team as well as individual.
- Successfully completed Tally 9.0 from Yashwantrao Chavan open University, Nasik.

ORGANIZATION EXPERIENCE:

Organisation : **Organic Garden Pvt. Ltd.**(12months)
(From 1st November 2016 till 31st October 2017)

Business : **FMCG and retailer**

Designation : **Human Resources & Admin Executive**

Functional areas:

- Hand on experience in end-to-end recruitment.
- Understanding the manpower requirements.
- Screening & shortlisting of resumes on the basis of skills, experience, educational background.
- Conducting preliminary round of HR interviews.
- Shortlisting candidates for technical round in coordination with respective managers.
- Preparing Job Description for various available positions.
- Knowledge of MS Word and MS Excel.
- Processing of payroll in Spine and Excel.
- Preparing employee database like PF/PT/ESIC/TDS.
- Maintenance of office equipment, including computers, copy and fax machines.
- Maintain office supplies by checking inventory and order items.
- Handling the Background checks for the new joiners.
- Handling documentation, salary negotiation & offer process.
- Handling campus recruitment.
- Conducting Personal and exit Interviews.
- Detail oriented and comfortable working in a fast-paced office environment.

INTERNSHIP:

Organisation : **ITC GRAND MARATHA hotel**.(4months)
(From 8th December 2014 till 3rd April 2015)

Business : **Service Industry**

Designation : **Industrial Trainee**

Functional areas:

- House Keeping Department responsible for management of guest rooms and the cleanliness of all public areas of the hotel.
- Food and Beverage Service Department responsible for render the service of prepared food items, beverages, and tobacco in a hospitable way to the customer as per their demand.
- Food Production/Kitchen Department responsible to assist skilful chef and liable for preparing items as per guest orders followed by standard recipes.
- Front office Department responsible for informing regarding VIP in-house, room reports, billing, types of plan in which the guest stay.

Organisation : **Muthoot Housing Finance Company LTD**.(2months)
(From 2nd May 2019 till 3rd July 2019)

Business : **NBFCs (House loan)**

Designation : **Human Resources Trainee**

Functional areas:

- Working on HRMS (Joining and exit).
- Creating Template Report for off role employees.
- Preparing CIBIL record on system Before Pre-joining.
- Preparing Welcome letter, offer Letter and Appointment letter.
- Checking of employees file and document check and making a record in excel format for same.
- Working on exit interview and feedback responses, issuance of exit letters.
- Conducting current and exit employee's satisfaction surveys.
- Segregation of Statutory compliance document.
- Understanding and handling Recruitment process.
- Processing of payroll in HRMS (Opportune Technologies).

EDUCATION QUALIFICATION:

- Master of Management Studies- Human Resources (2018-2020) from Pillai Institutes of Management Studies & Research affiliated to Mumbai University, Passed with aggregate CGPA - 7.03%.
- Acquired Bachelor's Degree in hotel management, with 74.19% from Institute of hotel management and catering technology Kovalam (Kerala).
- Passed H.S.C, with 72.64% from V.G Vaze college of Arts, Commerce, Science in the month of March 2013.

- Passed SSC, with 62.55% from Little Flower High School in the month of March 2011.

ACHIEVEMENTS:

- Participated in dance competition at national level.
- Top scorer 3rd of the institute at the 5th semester examination 2015 -2016
- Won second place in the badminton –doubles.
- Won 3rd price in relay at annual sports.
- Position First at Team Building in PIMSR HR Club Event.

HOBBIES AND INTEREST:

- Dancing
- Listening music
- Drawing

CONTACT DETAILS:

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