

NITHYA NARAYANAN

Yasoram Villayil Appartment,

Opp.Gov Boys Higher Secondary School

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Aluva

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CAREER OBJECTIVE

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

WORK EXPERIENCE

 **One year experience as IT Resource Manager in SERVSYS CORPORATION(Info Park)**

MY ROLE AT SERVSYS CORPORATION(Info Park) :

- Expert in Bench Sales including of H1B's, TN's, GC's, USC's & EAD's.
- Coordinating with the consultant In order to know their comfortableness with the requirement before submitting to the Vendor.
- Posting the resume on all job portals like Dice, Monster, and social networking portals etc..
- Submitting the consultants to all the suitable job postings on all portals.
- Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
- Track the submissions and make regular follow-ups.
- Reaching out for the maximum number of open requirements in the market.
- Intimate the entire team regarding client submissions to avoid duplications.
- Inform the consultant regarding the vendor calls and end client interview schedules.
- Prepare the consultants for the end client interviews.
- Ensure prompt delivery of the consultants.
- Negotiate rates With the Vendors/ Clients.
- Taking care of the Consultants whether they are comfortable with the work environment.
- Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.

- Maintaining Good interpersonal Relation with the Client and the Vendors.
- Identifying potential Vendors and maintaining a healthy relation with them
- Besides working on Bench Guys, Got handsome experience working on the Direct Client Requirements of our Recruiting Team.

 **Six months experience as HR Executive in IMARK VENTURES.**

MY ROLE AT IMARK VENTURES PVT LTD:

- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Following office workflow procedures
- Maintaining files and records
- Supporting other teams with various administrative tasks
- Dealing with customer complaints or issues
- Assisting in vendor relationship management
- Assisting with Digital Marketing team.

EDUCATION

2015: MBA from DC School Of Management and Studies, Wagamon (Specialized in Marketing and HR).

2013: BA from Girideepam Institute Of Advanced Learning, Kottayam(Specialized in Active English)

INTERNSHIP AND PROJECT DETAILS

Organization : **JOHN'S UMBRELLA MART**, Alappuzha

Duration : 1 Month

Title : Organisation Study

Organization : **GIRIDEEPAM BETHANY CENTRAL SCHOOL**, Kottayam

Duration : 1 Month

Title : Teaching practice.

Organization : **SUZUKI MOTORS**,Kottayam

Duration : 1 Month

Title : Industrial Exposure Training

Organization : **HOTEL TREETOP**, Thekkady

Duration : 1 Month

Title : Industrial Exposure Training

Organisation : **CONFLUENCE EDUCATIONS PVT LTD**, Kochi

Duration : 1 Month

Title : Project On Customer Satisfaction

ACTIVITIES AND AWARDS

- Student Co-ordinator for the All India Management Fest ,Luminance14
- Won first prizes for HR Games.
- Active member of Marketing and advertising Club.

REFERENCE

: Prof Baiju Samuel, DCSSMAT Vagamon.

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