**RESUME**

**Amrutha Raj N**

**Contact No: 9567059375**

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**Career Objective**

Seeking for a job to pursue a highly rewarding career and healthy work environment, where my skills and knowledge can be efficiently used for the organizational growth.

**Educational Qualification**

* Completed Master’s in Business Administration in Human Resource Management & Marketing from Community Institute of Management Studies (CIMS).
* Completed BBA from Nirmala Arts and Science College Mulanthuruthy, Mahatma Gandhi University in the year 2014.
* Completed HSC from Govt. Higher Secondary School, Mulanthuruthy in the year 2011.
* Completed SSLC from Govt. Secondary School, Mulanthuruthy in the year 2009.

**Work Experience**

**Educational Qualification**

Presently Working As Manager – Inside Sales In **ITspace Technologies Pvt. Ltd**. Since February 2018

**Key Responsibilities:**

* Handling 2 Software’s ClearTax (GST Filing Software )And Practo (Clinical Management Software.) And also handling with the registrations of Tally Institutions.

**For Practo:**

* Achieve monthly targets
* Cold calling And Fixing Appointments with Doctors.
* Give online Demo of Product and Close the order.
* Communicate with the customer for after sale service.
* Clear all the doubts of Doctors and collect feedback.

**For ClearTax :**

* Achieve monthly targets
* Cold calling And Fixing Demo for STP & CA & Enterprises
* Give online Demo of Product and place the order.
* Coordinate with Higher Department for the process of ClearTax Software Registration.
* Setup the Software in customer’s System through online.
* Give training to the customers for using the product.
* Answer the calls regarding complaints and filing the GST.
* Communicate with the customer for after sale service.
* Clear all the doubts of customer , collect feedback & get reference from customers
* Follow-up for renewal process.

**For Tally institutions:**

* Answer the enquiries of registration process.
* Give Application forms for Institutions and Collect all the documents of the particular institution.
* Communicate with the department head make the registration process done.
* Send orders and invoices through portal.
* Give all the study materials and exam coupons
* Train the customer how to manage with portals.

Worked in **HMS Bangalore,** as Asst. Manager In HR from November 2016 – December 2017

**Key Responsibilities:**

* Develop & Execute recruitment plan, Achieve recruitment targets.
* Recruit, train, supervise, and evaluate department staff.
* Give new ideas & trainings for recruitment team for achieving monthly targets.
* Coordinate & communicate with candidates and schedule interviews.
* Formulates policies related to people management, attraction, deployment and development to build a positive and performance-oriented culture in the Company
* Monitors the execution of well-planned induction programmes to enable the new employees reach productivity levels faster
* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative support to Human Resources executives
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Employe Retention
* Coordinate HR projects (meetings, training, surveys etc)
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Communicate with public services when necessary
* Properly handle complaints and grievance procedures
* Coordinate & communicate with candidates and schedule interviews
* Give initial training to newly hired employees
* Client relationship & management

Worked in **Unique Venture,** as HR Executive from May 2016 – Oct 2016

**Key Responsibilities Handled:**

* Handled end-to-end recruitment.
* Sourcing and screening profiles as per requirement.
* Develop and execute recruiting plans & reaching the target within the time limit.
* Screening the Candidate based upon the Educational qualification, Technical skills, Communication skill and experience etc.
* Sourcing the Candidates through Job Portal like Naukri, Times & Monster etc & also through Reference
* Design compensation and benefits packages
* Implement performance review procedures.
* Manage employees’ grievances
* Explores the new recruitment channels and gives recommendations to the Recruitment Manager

**Internship**

**Summer Internship in PG (2nd Sem)**

Company Name: Apollo Tyres Ltd.

Duration : 1 month

Project Title : A Study on Employee Absenteeism at Apollo Tyres Ltd, Kalamassery.

**Summer Internship in PG (4th Sem)**

Company Name: Meat Products of India Ltd.

Duration: 45 Days

Project Title : A study on Employee Satisfaction At Meat Products of India Ltd.

**Summer Internship in UG (6th Sem)**

Company Name: Eben Telecom Pvt Ltd.

Duration : 1 month

Project Title : A Study On Recruitment And Selection In Eben Telecom Pvt Ltd. .

**Technical Qualification**

* Computer Skills– M S Office, E-mail Operation – Out Look Express
* Web Development.

**Strengths**

* Team Player : Have actively participated in presentation of every semester.
* Multi Tasking : Have dealt with multiple tasks during tenure of my MBA days.
* Time Management : Have maintained punctuality during my class presentation and all

My activity.

* Relationship Building: Maintain good relationship with everyone.

**Achievement**

* Have participated in cultural activities
* Was a part of students club activity
* Passed an NCC examination with “A” Grade under the authority of Ministry of defence, Govt. of Kerala.
* Attended NCC camp
* Organized “SUMMIT” 2015 (Management Fest)

**Hobbies**

* Dancing
* Travelling.

**Reference**

Shall be provided if it is needed

**Personal Details**

Name : Amrutha Raj N

DOB : 29/05/1994

Language Known : English, Malayalam, Tamil, Hindi, Kannada

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