

Harisree House Unnipambathu Padi
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Kerala – 678683

REVATHI NAIR

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Objective

To work in an organization wherein I can get an opportunity to utilize my skills and contribute towards organizational goals and at the same time add value to the HR function.

Work Experience

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| HR Intern | Morphogenesis | Aug, 2016 to Oct, 2016 (New Delhi) |
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Roles & Responsibilities:

- Coordinated and prepared reports for reviews w.r.t. Performance Appraisal- 180-Degree (mid-term appraisal)
- Coordinated in ensuring EPF compliances
- Joining formalities and auditing the employee files as per the documentation checklist.
- Took HR Induction and took care of the on-boarding process
- Handled exit process and confirmations

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| Associate Consultant | Human First Consulting Pvt. Ltd. (Campus Placement) | March, 2016 to June, 2016 (New Delhi) |
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Roles & Responsibilities:

- Handled end to end recruitment activities.
- Sourcing candidates from different job portals such as Naukri, Monster and LinkedIn .
- Conducted telephonic interviews
- Salary negotiations with client and relevant person.
- Taking frequent follow-ups and feedback from client and candidates.

Internship Experience

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| Financial Consultant | HDFC Standard Life Insurance Pvt. Ltd. | June, 2012 to July, 2012 (New Delhi) |
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Roles & Responsibilities:

- Interviewed clients to determine their current income, expenses, financial objectives, status, and how much insurance coverage they would like to purchase.
- Handled Client's queries, discussed insurance options, Analyzed client's' income and expenses.
- Did research on various life insurance opportunities and created customized plans as per client's requirements.
- Used to monitor clients' accounts to determine if changes are needed w.r.t. coverage limits and help them in planning for specific life altering circumstances.

Project: Project report on "Life Insurance and Taxation"

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| HR Intern | OpenGate Solutions Pvt. Ltd. | June, 2015 to July, 2015 (New Delhi) |
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Roles & Responsibilities:

- Sourcing and screening of CVs/profiles and short-listing candidates as per the client's requirement.
- Conducting the screening HR interviews of candidates.
- Participated in social media campaigns for the promotion of JobGate.
- Helped with coordination of other relevant marketing activities for JobGate.

Project: Project report on "A Comparative Analysis of Recruitment Process of Different Job Portals"

Educational Qualifications

| EDUCATION | BOARD/DEGREE | SCHOOL/COLLEGE | YEAR OF PASSING | PERCENTAGE |
|------------|-------------------------------|---|-----------------|------------|
| 10th | CBSE | MDH International School, New Delhi | 2008 | 83 |
| 12th | CBSE | Veda Vyasa DAV Public School, New Delhi | 2010 | 78 |
| GRADUATION | BBA (Banking & Insurance) | Maharaja Surajmal Institute, New Delhi | 2013 | 84 |
| PG | MBA [HR(maj),Marketing(min.)] | Maharaja Agrasen Institute of Technology, New Delhi | 2016 | 82 |

Extra-Curricular Activities

- Participated in General Knowledge Competition organized by Talent Search Institute in school level.
- Participated in computer star awards 2006 function organized by IT Professionals Club (India).
- Participated in communozesta'14, an event organized by MAIT on 31st October 2014.
- Participated in the National Seminar on Corporate Governance: Recent Trends and Development held on 15th November, 2014.
- Participated in the Marketing Summit 2015 on 'Contemporary issues in Marketing: Opportunities for Indian Inc.' held on 17th February, 2015 at MAIT.
- Volunteered in Genesis'15, cultural fest of MAIT, in the Reception Committee held on 11th – 12th March 2015.
- Participated in Genesis'15 in Treasure Hunt event.
- Active member of Entrepreneurship cell of college dealing in Corporate relationship team(social media)

Achievements

- Presented a research paper on topic "Green Marketing-A Tool of Corporate Social Responsibility" in the 2nd Conference on Corporate Governance: A Paradigm Shift held on 10th-11th April, 2015. The research was also published: ISBN Number- 978-93-84869-53-3
- Passed the examination on 'Certification in Life Insurance- English' with 76% aggregate.
- Awarded with Scholarship for securing second position in my graduation.