

RINO ROY

Present Address:

Instant Tea Operation

Munnar-685612

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OBJECTIVES

- To work with dedication and positive attitude towards the organization with a will to learn new lessons and take up challenges & contribute my knowledge in areas with a focus on Administration, HR, Finance and marketing.

PROFESSIONAL QUALIFICATION

- Master's in Business Administration from Institute of Management Studies (CD&R), affiliated to Pune University.

AREA OF SPECIALISATION

- Finance

EDUCATIONAL QUALIFICATION

- MBA (Finance) from Pune University in 2008.
- B. Com from M. G. University, Kerala in 2006.
- HSC (10+2) from CBSE Board, Delhi in 2003.
- SSC from CBSE Board, Delhi in 2001.

PROJECT WORK

- "Working Capital Management" at Tata Tea Ltd. Bangalore duration of 3 months with focus on Inventory Management, Cash Management, Debtors Management, Income Tax and Sales tax

EXTRA CURRICULAR ACTIVITIES

- Member of college add zap team, which won many prizes
- Member of the MBA cultural committee team
- In charge of the Best Manager competition for the Intercollegiate Competition held in our college
- Represented the Idukki District in the Kerala State Shuttle Badminton championships (2000-2003)

WORK PROFILE

Current Profile – Feb 2014-Till Date

Administration Officer/HR/Accounts – Tata Consumer Products Limited (100% EOU)

Job Profile

- Handling HR related matters of the organization
 - Prepare administration procedures.
 - Maintain staff record for travel, leave, ID Cards, visas etc.
 - Keep updated, data periodically for all employees in Human Resource Management Information System
 - Responsible for maintaining export log and checking on each shipment.
 - Assisting in completing customs paperwork for each shipment and making sure that all information was accurate.
 - Assisting in communicating with customers to make sure that all paperwork was completed properly.
 - Salary Payroll processing
 - Recruiting new employees
 - Organizing meeting with Vendors, Customers, Unions, and other organization
 - Providing Travel assistance to Company employees
 - Filling PF Remittance and Returns
 - Lent Labor preparation
 - Filling all factory returns and other documents of the company
 - Maintenance of statutory registers of the Company.
 - Recommending financial plans and action to Manager (Finance)
 - Contract labor Audit
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- Worked in ICICI PRUDENTIAL as a Health Associate Manager August 2008-May 2009.
 - Worked as BDE (NIIT Jayanagar Center, the highest Revenue Builder Center Nationally), Bangalore.
 - Worked as TM Sales & Marketing (South) in NIIT Limited, Regional Office, Bangalore.

Job Profile

- Reporting to Regional Head Sales and Marketing (KKG)
- Supporting the Regional Head Sales and Marketing (South) in all Marketing strategies and Implementation in Kerala, Karnataka, and Goa.
- Monitoring the Monthly sales and Marketing for Karnataka Region.
- Lead a Team of 12 Marketing Executives in Sales and Marketing in Bangalore Region.
- Monitoring and updating Head Office on the Lead Management for South Region.
- Giving Presentations and Seminars in Colleges ON NIIT Products.
- Conducting ATL and BTL activities in Kerala, Karnataka and Goa.
- Managing and Coordinating with the Vendors of NIIT.

Job Profile

Assistant Manager (Kerala, Karnataka & Goa)

- Reporting to Territory Head (KKG)
- Supporting 22 NIIT Centers in Kerala, Karnataka & Goa.
- Preparing the Plan and Budgets for the Centers
- Reviewing and Monitoring the Center Heads and Counselors daily on Sales.
- Conducting ATL and BTL activities in Kerala and Karnataka.
- Monitoring and updating Head Office on the Lead Management for South Region.
- Supporting and Monitoring a Team of 22 Marketing Executives in Sales and Marketing in KKG.
- Training the Front Office Team and BDE in Sales, Counseling and Products.

Achievements in NIIT

- Contributed as a BDE for Achieving the Highest Revenue in NIIT Jayanagar in September 2010 (87 Lakhs).
- In the role of TM Sales & Marketing (South) improved the Lead Management for KKG from 3% to 12% in Conversion.

Feb 2013 – Jan 2014

Assistant Manager (Corporate and Educational Institutions) – Matrix Cellular International Services Pvt Ltd.

Job Profile

- Supporting and Monitoring a Team of 6 Marketing Executives in Sales and Marketing.
- Corporate and Institutional Tie-ups.

COMPUTER KNOWLEDGE

- MS-Office
- Internet
- MS-Word
- MS-Excel
- SAP

PERSONAL DETAILS

Name : Rino Roy
DOB : 14th May 1985.
Gender : Male
Marital Status : Single
Proficiency : English, Malayalam, Tamil, and Hindi

STRENGTHS

- Passionate about Perfection, Positive Attitude
- Willing to learn new things
- Fast Learner

HOBBIES

- Playing Badminton, Table Tennis
- Reading

REFERENCE

Mr. Girish Kumar
Assistant Manager
Tata Consumer Products Limited
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