

BINDHYA SASIDHARAN

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Bindhya S Nair

Petta, Tripunithura, Ernakulam



HR & ADMINISTRATION



PROFESSIONAL SKILLS

HR

- HRM & Administration**

Statutory, Employee & Employer, HR Policies, Budgeting, Welfare Management Etc

- Recruitment**

Onboarding & Offboarding, Interview Process Etc.

- Documentation**

- Training**

- Assist Management & Vendor Take caring Etc**

Sales

EDUCATION

- Bachelor of Arts English Lit) - 2005
- PGDCA - 2008
- Computer TTC - 2008

PROFESSIONAL TRAINING & SKILLS

- Trained in SAP CRM - 2008
- Trained in MS Office - 2008

ABOUT ME (Professional)

Managerial HR & Admin profession with overall 17 + Years of Experience. Work experience IT, Sales, Service, Administration, Hotel Management, etc with overall perfect experience in Human Resources. My change from a small role to HR have made me understand the Employee and Employers, highly Skilled in HR, markets, public interest, different strategies etc. Always passionate about taking challenges & new platform to understand them. In addition to my extensive experience, I have a strong Communication & Employee & Employer handling Management. Capitalization of my success, I am seeking professional opportunities to leverage my expertise and demonstrate my experience at a progressive company that is positioned for strong growth.

PROFESSIONAL EXPERIENCE

HR & ADMIN CUM SALE - MANAGER Aug 2021-Present *Getellaam Software & Hardware Solutions*

HR

- Handling all types of HR & Operations Activities
- Assisting my Junior
- Recruitment
- Budgeting of the Company and Project
- Company growth
- Statutory Compliances
- Employee Welfare and Activities

SALES

- Clients Relations & Sales

MANAGER (OPERATIONS & HR) Nov 2019 – Jul 2021 *GetIn HR Solutions*

- HR Consultant
- Documentation & Training
- Consultation
- Recruitment
- Statutory Compliances

KEY SKILLS

- HR & Admin
- Marketing
- Designing
- Documentation
- Resume Creation
- Proficient in the use of MS Office
- Customer Service Orientation
- Staff Training & Query handling
- Working within strict deadlines
- Art Work
- Painting

HOBBIES

- Planting
- Painting
- Art Works
- Carpeting
- Macramés
- Designing

ABOUT ME(Personally)

Plant & Animal Lover, Good Listener, Believer in Karma, Good Mentor. Nature loving person.

Love to create art related things in a creative manner either via using paint, wood or macrame rope or any broken piece of glass materials.

I don't escape from Issue or crisis I try to find a solution.

A good Trainer & Mentor Personal and Professional.

I am a person who gives values to humans and believe in equal rights in Men & Women

SD/-

Bindhya S Nair

HR RECRUITER (IT&NON-Area) Aug 2018 – Nov 2019

Freelancer

- Recruiting for IT & Non-IT with screening round for Interviewers.

OPERATIONS MANAGER(HR&ADMIN) Mar2018–Aug 18

Netcrew Technologies Pvt Ltd & Kerala Steds (Institution)

- Sales – Networking & Cyber Security
- HR & Admin

HR MANAGER

May 2017 – Sept 2017

Le Maritime Kochi (A Unit of Sea Lagoons Hotels Pvt Ltd)

- HR & Admin
- Classification
- Recruitment

GENERAL MANAGER (Sales)

Dec 2016 – May 2017

S. R-Value

- Dealing with sales coordination, service & its complaints.
- HR Administration.
- Daily meeting with sales & service team
- Revising and preparing DSA sheets for Sales
- Strategic Planning
- New Ideas and Implementation.
- Handling Service department with solving queries of Complaint Customers.
- Scheduled Meetings with clients
- Second authorized of the company

HR MANAGER

Nov 2013 – Sept 2016

Spericorn Technology Pvt Ltd

- Paper preparation and implementation for the start up
- HR & Admin
- Recruitment

MANAGEMENT EXECUTIVE

Apr 2013 – Nov 2013

Techversant Infotech Pvt Ltd

- Admin
- Recruitment

OFFICE ADMINISTRATIVE

Aug 2011 – Apr 2013

IITMK - Kerala

PROCESS ASSOCIATE

Jul 2008 – Jun 2011

RR Donnelley India Outsource Pvt Ltd (UK Based)

TRAINER

Feb 2008 – Apr 2008

St Xavier's Computer Center

TEACHER

Jan 2007 – Jan 2008

Shan's Academy

FRONT OFFICE ADMINISTRATIVE Mar 2006–Dec 2006

St Marys CBSE High School Thiruvalla