



RENU V NAIR

Panniyode Puthen Veedu Kanacode Vattappara P.O, Thiruvananthapuram -695028, Kerala
India

Ph: 9995150282

Email: renuvijayan1999@gmail.com

LinkedIn: <https://www.linkedin.com/in/renu-v-nair-37514a168/>

CARRIER OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Speridian Technologies Pvt Ltd, Thiruvananthapuram-Kerala, India

Sales trainee

- 26th September 2022 to 26th March 2023

- Served as a sales trainee and supporting for their internal projects under sales team
- Worked on Microsoft outlook, Microsoft excel and Microsoft teams
- Mailing to the respective clients from banking sector
- Cold calling to CEO, CFO, CRO etc. working on banks
- Scheduling meeting with clients
- Collecting mail ids, phone numbers of clients from LinkedIn, google etc.

PROJECTS

- Main project -**KIMSHEALTH**, Tvm
Topic: "Effectiveness of ERP system" -7th June 2022 to 7th July 2022
 - ✓ Work in HRMS software
 - ✓ Scheduling and Conducting interviews
 - ✓ Adding new joiner's details to HRMS software
 - ✓ Adding details notes on Microsoft word
- Mini project – **TRAVANCORE TITANIUM PRODUCTS LIMITED**, Tvm
Topic: "Welfare Measures"- 13th January 2020 to 28th January 2020

EDUCATION

APJ Abdul Kalam Technological University -Kerala, India - 2020 Dec to 2022 August

- **MASTER OF BUSINESS ADMINISTRATION(MBA)**
 - ❖ Specialization in HR, Marketing
 - ❖ Add on programme in “Globalization and Culture” by NPTEL
 - ❖ Done TCS online course
 - ❖ Attended budget analysis conducted by MIM

Kerala University – Kerala, India - 2017 July to 2020 June

- **BACHELOR OF BUSINESS ADMINISTRATION**
 - ❖ Specialization in Business Administration
 - ❖ Served as NSS volunteer

Kerala Board -Kerala, India – 2015 July to 2017 March

- HIGHER SECONDARY (Plus two)

Central Board of Secondary Education (CBSE) – 2014 May to 2015 March

- Tenth

INTERNSHIP

- **BIGBAZZAR – One month 13th dec 2020 to 13th January 2021**
 - ✓ HR activities
 - ✓ Adding new joiner’s details to excel sheet
 - ✓ Collecting documents from new joiners

IT SKILLS

- Software packages: Tally, Microsoft office

ADDITIONAL QUALIFICATION

- Diploma in Foreign Accounting (DIFA)
- Telecommunication

LANGUAGE KNOWN

LANGUAGE	READ	WRITE	SPEAK	UNDERSTAND
English	✓	✓	✓	✓
Malayalam	✓	✓	✓	✓
Hindi	✓	✓		

PERSONAL SKILL

- Strong problem-solving and communication skills.
- Team player with the ability to work effectively in a collaborative environment.
- Pleasing personality with all regulars.
- Presentation and analytical skills

PERSONAL DETAILS

Father Name: Vijayakumaran Nair C

Mother Name: Remadevi S

Date Of Birth: 13/11/1999

Marital Status: Unmarried

Nationality: Indian

REFERENCE

Soulwin YS

Executive Director,

Edujoy360 ll Learning ll Entrepreneurship

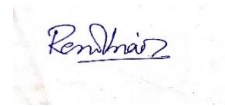
Thiruvananthapuram - 695007

E-Mail: soulwin@edujoy360.com

Ph. No: 9747320065

DECLARATION

I, hereby declare that all facts given below are true and correct to the best of my knowledge.



DATE: 06/04/2023

RENU V NAIR

PLACE: THIRUVANATHAPURAM, KERALA