

KRISHNANUNNI P NAIR**Contact No: +971 547111364****Email: krishnanunnipnair11@gmail.com****LinkedIn: www.linkedin.com/in/krishnanunni-p-nair-108677112****OBJECTIVE**

To achieve an enterprising opportunity in HR field and thereby to use my analytical thinking to the best of my ability combined with perseverance in order to meet both personal expectations and business objectives. I am having three years of HR generalist experience in India and one and half years' sales and customer service associate experience in Rivoli group.

PROFESSIONAL EXPERIENCE

- ❖ HR and Administration Executive at INNOVATIVE TECHNOLOGIES (IBELL and CASTOR) from 4 July 2016 to 15 January 2019. (<http://www.ibellsworld.com/>) (<http://www.castorindia.com/>)

Key Responsibilities:

- Front and back end recruitment
- Maintaining personal records
- Leave and attendance Management.
- Handling the payroll.
- Handling advance Salary, Bonus, Loan against salary
- Processing of mobile bills, insurance premium payment
- Responsible for completing joining formalities and arrange net setter, SIM cards, essential phone numbers, diary and stationeries
- Filing of ESIC/PF Contribution. Adding new employees
- Responsible for updating all statutory related registers, renewal of license compliances for shop and establishment license
- Reporting to Sr. HR – Officer
- Marketing Activities- ATL and BTL activities.
- E-commerce Activities (Digital Marketing, Amazon, Flipkart, Assisting E-commerce Manager)
- Factory Outlet Second Sales Activities- Coordination and Plus Deriving Sales.
- Any other responsibility as may be assigned from time to time by the Competent Authority

- ❖ PERSONAL EXECUTIVE - APARAJITHA CORPORATE SERVICES PRIVATE LTD. Kochi, Kerala from 4 November 2015 to 30 June 2016 (<http://www.aparajitha.com/>)

Key Responsibilities:

- Was handling Statutory compliance
- HR Audit to Client Companies
- Provision Tax, Employment Tax Remittance to Panchayaths, Municipalities Local Govt. authorities for Client Companies
- Taking and renewing Trade Licenses, Registration Certificate form govt. bodies for new branches, companies for client companies.
- Keeping registers, Muster rolls, Service records for employees and companies.
- Appearing on behalf of client companies to the Labour Offices for solving labour complaints other inspection notices from Labour offices etc.
- Almost have visited and solved all issues for my clients.
- Have well knowledge in dealing and handling with government offices, Labour officials etc. from mid Kerala to south Kerala. Etc.

❖ Retail Sales Associate at Rivoli Group from 28 April 2019 www.rivoligroup.com/about

Job Responsibilities:

- End to End Sales
- Conducting effective negotiation with customers and converting it in to sales.
- Preparing Daily Sales Reports
- Stock Handling.
- Credit and Debit note exchange
- Card swiping activities for payments
- Billing and cash settlements daily
- Maintaining store and its atmospheres clean and neat
- Customer care handling
- Resolving customer grievances and providing necessary solutions
- Cash handling etc.

ACADEMIC QUALIFICATIONS:

MBA in HR Management from Jaipur National University (Currently Pursuing)

BA ECONOMICS from NSS College Ottappalam Under Calicut University 2013, Kerala, India

COMPUTER PROFICIENCY:

Working knowledge of windows and internet and familiar with MS-Word/MS-Excel/MS-PowerPoint (HRIMS preparation, E-Reporting, Online Client handling, Various Online job promotions, Job portal handlings, Brand and Company promotions through Social Medias etc.

SKILLS:

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.

Extra-Curricular Activities:

- Active participation in college functions as volunteer and in other Event.
- Active Participation in NCC at school level.
- Accrued 7K Naval NCC B' certificate

PERSONAL INFORMATION:

- **Marital Status** : Unmarried
- **Sex** : Male
- **Date of Birth** : 2nd December, 1990
- **Language Known** : English, Malayalam, Tamil(s) & Hindi (R, S, W)
- **Nationality** : Indian
- **Passport Number** : V1003668
- **Current Location** : Abudhabi, UAE

DECLARATION:

I hereby declare that all the statement made above are true the best of my knowledge and belief.

Date:

Place:

(Krishnanunni P Nair)