





RASHMI NAIK

CONTACT

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 Dubai, UAE

Positions Applied:

Executive HR /Admin



PROFESSIONAL STRENGTHS

- ✓ Self-motivated, hardworking and adaptable to change
- ✓ Good written and verbal communication skill
- ✓ Professionalism
- ✓ Time management
- ✓ Decision Making
- ✓ Creativity



SOFTWARE SKILLS

- ✓ MS-Word
- ✓ MS-Excel
- ✓ MS-PowerPoint
- ✓ Knowledge of C Programming



Positions Applied: Executive HR /Admin



PROFILE

Detail-oriented and certified professional seeking the position to use my knowledge and experience in a reputed organization. **More than 2 years of experience as HR Executive in India.** Looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.



EDUCATIONAL QUALIFICATION

- ❖ **MBA (Marketing and HR) 2016,**Visvesvaraya Technological University (VTU), India
- ❖ **BCA,2014,**Mangalore University, India



EXPERIENCE

- ❖ **Fernandes & Associates, Mangalore, India, (Aug 2016- Dec 2018)**

Designation: HR Executive

Duties & Responsibilities:-

- Generating new business by 'Cold Calling' companies.
- Collecting vacancy details from Employers.
- Interviewing and testing Job seekers.
- Matching candidates to jobs to build a pool of potential applicants.
- Screening and short-listing candidates for Employers to interview.
- Building relationships with Employers and Job seekers.
- Meeting targets for vacancies filled and people placed.
- Maintaining database, keeping records and negotiating fees.



PROJECTS UNDERTAKEN

- ❖ **MBA [Individual project] – “Employee Absenteeism-A study with special reference to SHAHI EXPORTS PVT LTD BANGLORE”.**



LANGUAGES KNOWN

- ✓ English
- ✓ Hindi

PERSONAL DETAILS

Date of Birth : 04th April 1992
Gender : Female
Nationality : Indian
Marital Status : Married
Passport No : T3612638

Visa Status : Husband visa

Expires on 14th Oct 2021



Project details: A detailed report on the project is undergone, prepared and presented. This report contains a view towards the employee absenteeism in SHAHI EXPORTS PRIVATE LIMITED. And it also includes general introduction which defines the problems of employee absenteeism in the organization. The objective of the study is clearly defined in order to get accurate results, for this data has been collected from various sources like structured questionnaire and personal interviews both primary and secondary data supports the report, statistical tools like tables, chart, graph used, through these techniques the report has been designed and given a meaningful conclusion.

❖ **BCA [Group project] - A project on "Sea Food Business Management" carried out at Data sys Technology Mangalore.**

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.

RASHMI NAIK