



REVATHI V NAIR

Motivated MBA graduate specializing Human Resource and Operations ,eager to launch a career in a dynamic organization where I can apply my analytical skills and operational knowledge to contribute to strategic decision-making and process optimization.

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EDUCATION

MASTER OF BUSINESS ADMINISTRATION

(Human Resources and Operations)

University Institute of Management

Kerala University,India.

09/2020 - 11/2022

Bachelor of Business Administration

(Human Resources)

College of Applied Science,Kerala,India.

06/2017 - 07/2020

WORK EXPERIENCE

Business Development Executive

C S B Bank Limited

Kerala ,India.

Achievements/Tasks

- Develop and maintain a detailed database of potential clients,finding new potential services to offer and helping the company expand to markets.
- Generate sales leads,contact potential clients and nurture existing customer relationships.
- Maintaining meaningful relationships with existing clients to ensure that they are retained and increasing the value of current customers while attracting new ones.
- Maintaining a positive office culture and morale .
- Track sales targets ,report on performance and assist in organizing sales events.

HR ASSISTANT

Sanjivani Multi Speciality Hospital

Kerala,India

Achievements/Tasks

- Plan programs and processes designed to improve employee welfare.
- Coordinate employee recognition activities.
- Maintained employee data and kept updated accounts of all employment records and helping with recruitment and payroll processes.

SKILLS

Advanced Knowledge of MS Office

Knowledge in payroll

PROJECTS

-A Study On Quality of Work Life At Sanjivani Multi Speciality Hospital ,Kerala,India.

-Performance Appraisal System of Employees In Prabhuram Mills Ltd,Kerala,India.

STRENGTH

- Problem Solving
- Time Management
- Leadership Potential
- Decision Making
- Creativity

CERTIFICATES

- Entrepreneurship (Indian Institute of Technology Madras)

- Leadership and Team Effectiveness (Indian Institute of Technology Roorke)

LANGUAGES

English
Full Professional Proficiency

Tamil
Professional Working
Proficiency

Hindi
Limited Working Proficiency

Malayalam
Native or Bilingual Proficiency

AVAILABILITY

Available to join immediately.