**SURABHI NAMBIAR**

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**Seeking middle level position in the field of Business Management where my skill and experience can be further developed and applied for the growth of my employer.**

**PROFESSIONAL EXPERIENCE**

* **JUBILY FINANCIAL ENTERPRISES & CHIT FUNDS -** **Assistant Manager HR**

(August 2015- November 2015)

* Responsible for supporting the HR Team in a fast paced office environment, and assisting them with day-to-day efficient operation of the HR Department.
* Responsible to develop, maintain and monitor policies and procedures of the organization.
* Develop and conduct training/induction programs based on recruitment.
* Scheduling and conducting interviews for job applicants.
* Planning and coordination of HR presentations and training session.
* Develop and maintain strong bondage between head office and branches of the establishment.
* Prepare and maintain the standard operating procedure for employees and record all communications and transactions.
* Ensure secrecy and security of the business and human resources.
* Ensure maximized customer satisfaction by effectively managing human resource.
* **FLEMING GULF -**  **Project Manager** (Jan 2015- August 2015)
* Responsible for making out bound international calls.
* Organize B2B training which are highly interactive and networking events with high profile delegates from specialized industries like banking and finance around the globe (specializing in Middle East and Africa).
* Provide management with strategic information from the field related to market trends, customer preferences and the competitive landscape.
* Connect with existing clients to strengthen relationship and develop plans to increase market share.
* Understand country specific requirements (e.g. standards and/or systems) as they relate to our products.
* **ZYOIN WEB PVT LTD -**  **IT Recruiter (**Jul 2014 - Dec 2014)
* Experience in the field of HR-Recruitment through portals, LinkedIn, social media, online search.
* Worked for middle level & senior level requirements for product based companies in Analytics, E-commerce, mobile application, internet etc.
* Hiring for early stage start-ups and niche requirements.
* Talent acquisition, end-to-end recruitment and head hunting.
* IT and Non-IT Recruitment

**INTERNSHIP**

Organization: PARK PLAZA HOTEL

Topic: **A Study on Employee Absenteeism at Park Plaza Hotel**

Duration: April 2014 - June 2014

Role: HR Associate

**ACADAMICS**

* Masters of Business Administration from New Horizon College of Engineering Bangalore, VTU, 2014.
* Bachelor of Business Management from Garden City College Bangalore, Bangalore University, 2012.
* 12th CBSE, Army Public School Bangalore.
* 10th CBSE, Army public School Bangalore.

**SKILLS**

* Proficient in working on MS Office (Word, Power Point, Excel).
* Excellent communication and presentation skill in written and verbal.
* Ability to interface effectively with all levels of staff and develop well-thought out plans.
* Willingness and eagerness to learn.
* Disciplined and poised.
* Self-motivated and resourceful.
* Naturally talented to include dance, music and culture.

**AWARDS AND RECOGNITION**

* Awarded as ‘Miss Fresher’ at Post graduation level.
* Organized and conducted week long summer tour for students of high school level as team captain.
* Secured 2nd position in dance competition representing school at state-level.

**PERSONAL DETAILS**

**Fathers name** : Colonel Purushothaman M (Serving Army officer)

**Date of birth** : 18th march 1992

**Languages known** : English, Hindi, Malayalam.

**Hobbies and Interests** : Dancing, singing, listening to music, learning Korean.

**Permanent Address** : #133/15, “UTHRAM”- Chelora, P.O Mowencherry, Kannur, Kerala: 670613.