

RAVISH RATNAM

✉ ratnamravish@gmail.com

☎ +91-8294226694, 91-6205678306

Multi-faceted & proactive professional with effective analytical skills and collaborative approach, targeting to express potential in **Human Resource Management & Accounting Operations** with an esteemed organization by leaving a mark of excellence at each step

KNOWLEDGE PURVIEW

- Employee Engagement
- Cold Calling & Phone Screening
- Recruitment and Selection
- On-Boarding & Induction
- Performance Appraisal
- MIS Reporting
- Interview Scheduling
- Employment Verification
- New-Hire Orientation
- Joining Formalities
- Cross-Functional Coordination

EDUCATION

- **MBA (Finance & HR)** from SRM School of Management, SRM University in **2010**
- **B.Com. (H)** from J.J. College, Vinoba Bhave University, Jharkhand in **2006**

PROFILE SUMMARY

- **A competent professional** with **over 8 years** of cross-functional experience in Sales & Business Development and Project Management; targeting new heights of success in **Human Resource Management**
- Academic knowledge in **implementing modern HR policies** for manpower planning, recruitment, selection, induction, orientation and development of new employees in the organisation
- Successfully executed academic project on **"Retention of Employees in Rural Areas and Employees Engagement"**; analysed various key metrics such as reduction in attrition%, reduction in cost and improvement in employee engagement scores
- Skilled in **conducting induction activities & ensuring fulfilment of joining formalities** of the candidates
- Proficient in **effectively completing special projects** by understanding project objective, setting timetables and schedules, conducting research, developing and organizing information
- Resourceful in **managing day-to-day accounting functions** including finalization of accounts, P&L account, payables management, accounts reconciliation and statutory compliance
- **An effective communicator** with exceptional interpersonal skills and the capability to relate to people across all hierarchical levels in the organization

ACADEMIC PROJECT

Project Title: Retention of Employees in Rural Areas and Employees Engagement

Period: Apr'08 to Jun'08

Role:

- Supported management by providing human resources advice, counsel & decisions; analysed information and applications; assisted in preparing SOP manual consisting guidelines for the HR Department
- Guided employee actions by researching, developing, drafting, and updating policies, procedures, methods, and guidelines; communicated and enforced organization values
- Assisted HR and Recruiting Managers through cold calling candidates, phone screening applicants, attending career fairs, facilitating new hire paperwork and training for new employees
- Updated job knowledge by participating in conferences and educational opportunities; read professional publications; maintained personal networks; participated in professional organizations
- Identified training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies
- Enhanced department and organization reputation by accepting ownership for accomplishing new methods; explored opportunities to add value to job accomplishments
- Ensured prompt resolution of employee grievances to maintain cordial management-employee relations and achieve dedication by workers
- Managed the recruitment lifecycle for sourcing the best talent from diverse sources after identification of manpower requirements for new/existing departments

ORGANIZATIONAL EXPERIENCE

Jan'20 to Mar'20
Cognate Digital Solution Private Limited, Kolkata as Business Development Manager

Jun'19 to Dec'19
HDFC Life Insurance, Kolkata as Business Development Manager

Mar'19 to May'19
Turnkey, Kolkata as Purchase Coordinator

Jul'17 to Jun'18
Canadian Crystalline Water India Ltd. as Zonal Manager

Deputations:

Jul'17 to Sep'17: Chennai

Oct'17 to Nov'17: Dubai

Nov'17 to Dec'17: Chennai

Jan'18 to Jun'18: Dubai

Aug'15 to Jul'17
Avigna Properties Pvt. Ltd., Chennai as Sales Executive

Dec'10 to Apr'15
Kuber Real Estate Developer Pvt. Ltd., Dhanbad as Project In-Charge

PERSONAL DETAILS

Date of Birth: 3rd July 1984

Languages Known: English & Hindi

Address: Krishnapur, Purbo Para, Bottala Tax office, Kolkata – 700102