

# **RESUME**

**Govind H Nair**

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**Permanent Address**

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## **SUMMARY**

With 6 plus years of experience in the AlcoBev Industry, IT/Non-IT industry and Media & Entertainment Industry with areas of expertise including Recruitment, Scheduling, Employee Relations and Training Coordination. I believe that I can be part and parcel of the organization where I work and will add value to it. In addition, I am a computer literate with capabilities in Microsoft Office with knowledge in Pivots as well.

**Education qualification:**      **M.B.A & P.G.P.M** (Human Resources) **C.G.P.A:** 6.5  
Bharathiyar University, Coimbatore

B. Com (Finance) MS University Of Baroda

**Organization**      : **Digicaptions India Pvt Ltd**

**Designation**      : **Sr. Frontier QC Specialist (QPI)**

**Period**      : **April 2019 to till date**

## **RESPONSIBILITIES:**

- Assess the quality of work in all departments.
- Asses and understand and set targets in various departments using time and motion studies.
- Plan and coordinate targets in various departments and make workday sheets and Productivity Trackers
- Coordinate between departments and employees to set nominal targets.
- Coordinate with Performance appraisal team.
- Attend and observe Corrective Action Report Meeting.
- Set targets for Performance incentive on an yearly basis.
- Create survey forums and assess the results
- Train and lead members of the team in the shift.
- Create Weekly and monthly metrics for the team.
- Collate metrics from other teams for weekly and monthly meetings.

**Organization : Digicaptions India Pvt Ltd**

**Designation : Frontier QC Specialist (QPI)**

**Period : June 2017 to till date**

**RESPONSIBILITIES:**

- Assess the quality of work in all departments.
- Asses and understand and set targets in various departments using time and motion studies.
- Plan and coordinate targets in various departments and make workday sheets and Productivity Trackers
- Coordinate between departments and employees to set nominal targets.
- Coordinate with Performance appraisal team.
- Attend and observe Corrective Action Report Meeting.
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- Train and lead members of the team in the shift.
- Create Weekly and monthly metrics for the team.
- Collate metrics from other teams for weekly and monthly meetings.

**Organization : Digicaptions India Pvt Ltd**

**Designation : Associate Translator Resource Specialist**

**Period : July 2016 to June 2017**

**RESPONSIBILITIES:**

- Post Vacancies On Job Portals
- Sourcing Profiles
- Reviewing CVs
- Sending Application Forms
- Sending Rates and Compensation offers
- Scheduling Tests and Interviews
- Sending tests for Evaluation
- Handling rejection and offer process.
- Onboarding & Training
- Review quality of recruitment by other recruiters
- Review quality of work by translators and trainers
- Analyse data, create dashboards and plan better recruitment strategies

**Organization : Citrix R&D (Kelly Services) (Temporary Contract)**

**Designation : HR Coordinator**

**Period : March 2016 to May 2016**

**RESPONSIBILITIES:**

- Sourcing & Reviewing CVs
- Scheduling And Coordination Of Interviews
- Handling Offer and Rejection related issues.
- Interviewing new Coordinators.
- Training new joiners and lead the team of coordinators.
- Create metrics for the week's productivity.
- Plan and set targets for the week.

**Organization : Flipkart Internet Services (Buzzworks)**

**Designation : HR Coordinator**

**Period : October 2015 to December 2015**

**RESPONSIBILITIES:**

- Sourcing & Reviewing CVs
- Scheduling And Coordination Of Interviews
- Handling Offer and Rejection related issues.
- Interviewing new Coordinators.
- Training new joiners and lead the team of coordinators.
- Create metrics for the week's productivity.
- Plan and set targets for the week.

**Organization : Honeywell Technology Solutions (Career International)**

**Designation : HR Coordinator**

**Period : July 2014 to September 2015**

**RESPONSIBILITIES:**

- Sourcing & Reviewing CVs
- Scheduling And Coordination Of Interviews
- Handling Offer and Rejection related issues.
- Training Coordination

**Organization : United Spirits Ltd (GI Staffing)**

**Designation : HR Coordinator**

**Period : Dec 2013 to July 2014**

**RESPONSIBILITIES:**

- HR Generalist
- End To End Recruitment
- Training Planning and Coordination
- HR Operations

**Organization : United Spirits Ltd**

**Designation : HR Trainee**

**Period : April 2013 to November 2013**

**RESPONSIBILITIES:**

- HR Generalist
- End To End Recruitment
- Training Planning and Coordination
- HR Operations

**PROJECTS:**

- Did my Internship at G.M.R Varalakshmi Foundation (C.S.R) on “Development of soft skills of Vocational Students”
- Did a project on the “History and Sales Strategy of Megamart”
- Did Internship from Orange Trips for 45 days on the “Recruitment And Selection”

**Language known**

English, Hindi, Malayalam, Gujarati, Tamil, Dutch (Elementary Proficiency)

**Interest**

Reading, Playing Chess, Photography, Swimming.

**Declaration:**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

**Place:** Bangalore

**Signature**