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| **CURRICULUM VITAE**  **AKSHAYA WALAWALKER**  EA823421.jpg |

Mobile No. 9529625070

Devgin, Chodna, Goa

E-mail ID: [-akshayawalawalker@gmail.com](mailto:-akshayawalawalker@gmail.com)

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| **JOB OBJECTIVE** |

Aim to work in a progressive and challenging organization as an executive, which utilizes and enhances my analytical skill. My career goal, on the other hand, would be to achieve high level of specialization and advancement, based on personal efforts and abilities.

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| **PROFILE SUMMARY** |

* Have high ability to correspond independently, maintain filing systems, manage meeting schedules and co-ordinate with various Head of Departments.
* Maintaining harmonious relation among employees.
* Handling day to day Administrative activities in coordination with internal departments
* Involved in checking contractors agreement, bills, accommodation for the staff etc.
* A keen communicator with strong problem solving, planning.

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| **EDUCATIONAL QUALIFICATION** |

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| **Degree** | **School/College** | **Board/**  **University** |
| **MBA(HR)** | Sikkim Manipal University | Manipal |
| **T.Y.B.C.A** | M.E.S Collage of Arts & Commerce-Zuarinagar | Goa University |
| **H.S.S.C.E. (voc-oss)** | M.E.S. Higher Secondary – Zuarinagar | Goa Board |
| **S.S.C.E.** | St. Therese High School, Vasco. | Goa Board |

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| **Other Qualification** |

* H.S.S.C in Office Steno & Secretarial.
* Basic Knowledge of Tally.
* Basic Knowledge of Coral Draw.
* Typing Speed of 30wpm.
* Knowledge of Microsoft Office.

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| **LANGUAGES KNOWN** |

* Fluent in writing and speaking English, Hindi, Konkani and Marathi.

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| **SKILLS AND STRENGTH** |

* Clarity of perception, rationality of approach, analytical and interpersonal skills and the ability to deliver in pressure situations.
* Team player who values teamwork, has good team building skills and is able to communicate effectively with all levels of employees.
* Personable and pleasant to deal with Discreet, reliable, diplomatic.
* Positive “can do” attitude and flexible approach – manages with humility.
* Strong leadership.
* Maintains good relationships with colleagues and subordinates.
* Nurtures and develops employees, encouraging innovation.
* Good health physically fit, excellent personal grooming & personal presentation.
* Understands and respects local culture, able to adapt to changing environment.
* Passionate to work for extra hours and irregular hours.
* Full working knowledge of MS Office Suite & Payroll Management Systems.

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| **WORK EXPERIENCE** |

* Worked with “The HQ” a Unit of Palette Hotels (India) Pvt. Ltd. (NRB Group) as Senior Admin and HR Executive from 3rd Oct 2011 to 16th April 2021.

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| **Job Profile:** |

* Appling for Licenses for the hotel, renewal etc.
* Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues)
* Manage and control departmental expenditure within agreed budgets.
* Liaise with other functional / departmental head so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements.
* Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
* Ensure activities meet with and integrate with organisational requirement for quality management, health and safety, legal requirement, environmental policies and general duty of care.
* Audit and authenticate all documents related to legal, salary statements and distribution, policies etc.
* Plan for employee’s performance appraisal, develop tools for appraisal, job evaluation and development.
* Plan and direct for Training of employee including senior managers, maintain contact with outside resources for training.
* To prepare Human Resource Budget and the Recruitment plans.
* To organize employee interviews, employee reference checks, arrival of new employees, employee accommodation, employee medicals, liaison with recruitment agents, job fairs and employee request for various legal documents.
* To operate an efficient and accurate administration process in order to meet statutory, legal and internal requirements.
* To fully utilize, communicate and administrate the company and hotel benefits applicable to hotel employees.
* To ensure and implement a personal filing system for each employee and consistently update of it.
* To ensure employee grievances, disciplinary procedures are monitored.
* To conduct exit interviews and share the analysis of findings with directors and the executive management.
* To communicate daily the birthday announcements to all staff through employee notice boards and birthday cards.
* To process the relevant personnel forms and procedures according to the personal administration system.
* To carry out all administrative duties for the smooth functioning of the department.
* To monitor the efficiency of staff benefits, like staff accommodation, staff restaurants, staff transport, incentive payments & uniforms.
* To assist in employee recognition scheme, like employee of the month, employee of the year, supervisor of the year & manager of the year.
* Providing MIS reports as per Directors requirements.
* Define & Monitor Key Performance Indicators (KPIs) for the HR and admin Department of the Unit under the group to ensure management’s objectives & expectations are achieved.

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| **REFERENCE** |

* Mr. Sujay Dessai – HR Manager (Indoco)
* S K Mukerjiee – Consultant to NRB Group

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| **PERSONAL DETAILS** |

**Husband Name :** Chetan Gaunekar

**Date of Birth** : 11th Dec 1990

**Place of Birth**  : Vasco-Goa

**Nationality** : Indian

**Marital Status**  : Married

**Religion** : Hindu

**(Akshaya A. Walawalker)**