



Gayathri.K
Trainer/Motivator
Co-Founder Of Live with Art

Greetings!

Live life every single moment and spread positivity is the motto of my life. I am a self-taught artist which is inherited from my family. I also Co-own a firm called Live with Art, which is into design, art and craft. Every individual is blessed with a talent which we discover over period of time.

My work experience and interaction with people helped me to discover that art, motivating people and training them in various life skills are my areas of expertise.

Being an MBA graduate I have experience in different areas like training and development, recruiting, staffing, business development and customer relations. I can identify the training needs of employees, provide necessary training and development programs. Now I am fortunate to associate with PRAYAANA-an NGO for women Entrepreneurs which gave me platform to train and motivate women entrepreneurs and students.

I believe, if your passion becomes your profession then you never get tired or stressed. I am able to incorporate my passion for training and art to touch many lives and bring the change in people. Let us all learn to live life to its fullest.

Note: Below is my detailed CV.

Professional Abridgement

A result oriented professional with **8 years** of experience. Proficient in managing, training and motivating teams for running operations/business. Extensive experience in customer service for business excellence.

Core Competencies

Training & Development

Process/Project Management

Quality Compliance

Reports & Statistics

Customer Relationship Management

Resource Deployment

Team Management

Employee Engagement

- ☞ Excellent communication and negotiation skills with strong interpersonal relationship skills.
- ☞ Passionate trainer /motivator.
- ☞ A quick learner with a strong ability to adapt to situations quickly.
- ☞ An excellent team player and a good listener.
- ☞ Ability to work on own initiative and as part of a team.
- ☞ Good planning and organisational skills

Organisational Scan

June 2016 –till date: HR Executive /trainer

- Working as recruiter for Excalibre Placement Consultants-Cochin.
- Undertake motivational trainings for corporates/Colleges.
- Organize orientation sessions that help individuals to learn necessary job skills or aid current employees in improving abilities and performance.
- Design and create workshops on topics such as team building, communication, leadership skills etc.

Co-Founder of Live With Art-Cochin and Mumbai

- A dream venture focussed on designing interior and exterior of commercial and residential projects. I head marketing and sales.
- Create and develop unique art concepts in the form of paintings, sculptures, wall murals as per client needs.
- Motivate and develop rural artist.

March 2013 –May 2014:

HR Executive

C.Krishnaiah Chetty & Sons Pvt Ltd, Bangalore, Karnataka

Accountabilities:

- ☞ Organize monthly, half yearly and yearly awards and reward programmes for all employees.
- ☞ Identify the need of internal and external trainings for employees and made arrangements for the same.
- ☞ Conduct motivational training of staff.
- ☞ Complete the joining formalities of the new employees and verify the documents.
- ☞ Provide HR Induction to new joiners and reviews it time to time.
- ☞ Coordinate with employee verification department in case of new employees.
- ☞ Celebrate the employee Birthdays along with team members.
- ☞ Preparation of daily bulletins and ensuring the same displayed in all branches.
- ☞ Effectively organize and conduct several employee engagement programmes for all employees across different branches.
- ☞ Handle employee grievances and address the same to the concerned department head.
- ☞ Conduct surveys and analyse the same.
- ☞ Handle recruitment, conduct tests and personal interviews of candidates for all department as and when required.
- ☞ Ensure the code of conduct is maintained by all employees and in case of breach of the same issued warning letters to the concerned employees.
- ☞ Provide letter of appreciation for deserving employees.
- ☞ Maintenance of proper record of inward and outward HR correspondences.

January 2009-April 2009:

Assistant Manager

The Rising Star, Orange i Hr Mentors, Cochin – Kerala

Accountabilities:

- ☞ Effectively provide training on interview preparation for fresh candidates.
- ☞ Identify training needs within the entire staff base, including training requirements for entering into new market areas.
- ☞ Develop and maintain up-to-date training and personal development plans.
- ☞ Call and personally visit school and college authorities.
- ☞ Skilled in cold calling and cross selling of various services.
- ☞ Provide excellent client management service.
- ☞ Assist in generating leads from conversations with candidates for the recruitment division.

May 2006- Aug 2008:

Citibank N.A, Cochin, Kerala

Accountabilities as trainee (customer service) in Citibank N.A:

- ☞ Handle Customer queries all walk-ins and telephone enquiries.
- ☞ Effectively execute instructions of both Domestic and international customers.
- ☞ Responsible for Coordinating the sales team requirements with the service team.
- ☞ Inspect the account opening forms and assist in solving discrepancies.
- ☞ Conduct Client satisfaction survey of high network clients.
- ☞ Responsible for collating and dispatching employee and bank expenses to the concerned department.

Accountabilities as Team Manager in Unicard Marketing services (an authorized business associate of CITIBANK NA):

- ☞ Deliver the team sales target.
- ☞ Impart the required volume of effective coaching.
- ☞ Manage and motivate the sales and quality performance of a team of up to 15 sales executives.
- ☞ Ensure team is delivering individual sales targets and maximise productivity.
- ☞ Report and distribute management information highlighting areas for improvement and those of concern and opportunity.
- ☞ Recommend and implement operational process and platforms improvement.
- ☞ Appraise and develop staff.
- ☞ Involve in recruitment and provide on the job training.
- ☞ Plan and participate in promotional activities.

April 2005-April 2006:

Manager,

Keerthi Enterprises (family proprietary Concern), Cochin Kerala

Accountabilities as Manager:

- ☞ Management of work flow, staffing, training.
- ☞ Involve in cost control.
- ☞ Accounts Management and assist in filing sales returns.
- ☞ Participate in quoting tenders.
- ☞ Maintain work order and monitoring the work.
- ☞ Coordinate the purchase of raw material and dispatch of finished work order.
- ☞ Management of payroll and record maintenance.

Oct 2004- April 2005:
Technical Support Executive
Dell International Services, Bangalore

☞ Effectively troubleshoot hardware & software related issues of Inspiron Laptops of US Customers.

Academic Credentials

MBA from IGNOU, New Delhi-2014-(70%)

PGDHRM from IGNOU, New Delhi-2012(65%)

DIM from IGNOU, New Delhi -2009(73%)

Bachelor of Commerce (B.com) from Mahatma Gandhi University -2004(74%)

GNIIT- 3 year programming course from NIIT Cochin, Kerala-2006(78%)

Certified Sales Tax Practitioner under Rule 97(5) of Kerala Value Added Tax-2006

Predegree-St Pauls Collage, Kalamassery, Cochin-2001-(68%)

10th std-St Joseph EMHS, Kalamassery, Cochin -1999-(83%)

Personal Snippets

Date of Birth : 5th Aug, 1983

Marital Status : Married

Linguistic Abilities : English, Hindi, Malayalam

Address : Poorna Vysyan Paradise, A1B,PJ Antony Road Pachalam-682012

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