

PROFILE INFO

To work in a challenging environment that will bring out the best in me and to work for the growth of the company and myself

EDUCATION

2022-24 PG	Sree Sastha Institute of Engineering and Technology,Chennai	MBA (Business Analytics and Human Resource)	72
2019- 22 UG	Nallamutthu Gounder Mahalingam college,pollachi	B.Com (Computer Application)	69
2018-19	Forest Hill Academy Higher Secondary School	Commerce - Computer science	68
2016-17	Forest Hill Academy Higher Secondary School	SSLC	65

BEHAVIORAL COMPETENCIES:

- Possess good communication & interpersonal skills
- Socially adjustable and a good team player.
- Have good grasping power to learn new things easily and effectively.
- Well organized and possess good group dynamics.
- Open to meet challenges.

CONFERENCE ATTENDED:

- International Conference Attended at Sree Sastha Institute of Engineering and Technology

ACHIEVEMENTS:

- Participated as an Anchor in International conference held at Sree Sastha Institute of Engineering and technology
- Global Conquer - Management fest 2023 - Jeppiaar institute of technology

TRAINING/INTERNSHIP

• ANAAMALAI TOYOTA :

Topic : An Organisation Study On HUMAN RESOURCE department

• BIOMETRIC CABLES :

Topic : Role of data analystics in HR Decision making

- Supporting payroll activities
- Recruitment
- Onboarding

SKILLS

- Windows Operating System
- Microsoft Office (Excel, Power Point, Word)
- Communication
- Interpersonal
- Presentation Skills
- Fast Typing

LANGUAGES

- English
- Tamil

WORKSHOP ATTENDED: _____

- Outbound Training on “TAP ON YOUR INNER EXCELLENCE” at Auroville
- Outbound Training on “PSYCHOLOGICAL TECHNIQUES FOR SUCCESS” at Mahabalipuram
- Training on “POWER BI” at Sree Sastha Institute of Engineering and Technology

WORKING EXPERIENCE: _____

Be Groups Pvt Ltd

SEPT 01/09/2024- FEB 11/02/2025

ADMIN ASSISTANT :

- **Administrative Support:** Managed document filing, correspondence, and office coordination.
- **Onboarding & Offboarding:** Helped with new hire paperwork, orientation, and exit procedures
- **Communication & Coordination:** Liaised between employees and HR, ensuring smooth workflow.
- **Recruitment Support:** Assisted in screening resumes, scheduling interviews, and coordinating with candidates.