



vincyjeniffer99@gmail.com



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Chennai 600071

## EDUCATION

MBA, HR And Business  
Analytics

**S.A Engineering College,**

January 2024

GPA: 8.39

B.E, ECE

**DMI College of Engineering,**

January 2020

GPA: 6.77

HSLC

**Don Bosco Matriculation  
Higher Secondary School,**

January 2016

SSLC

**St. Mary's Matric Higher  
Secondary School,**

January 2014

# VINCY JENIFFER Y.J

## PROFESSIONAL SUMMARY

I am a highly motivated individual eager to take on new challenges. I possess strong work ethics, adaptability, and exceptional interpersonal skills. I excel at working effectively without supervision, quickly mastering new skills, and aim to develop professional experience leveraging my excellent communication and time management abilities.

## SKILLS

- Analytical Thinking
- Organizational Skills
- Calm Under Pressure
- Time Management
- Excellent Communication
- Proficient in MS-Office
- Basics of Power Bi
- Basics of Tableau
- Basics of SPSS

## INTERNSHIP

### CVRDE-Avadi - Intern, Avadi

- The Internship is about Human Resource Deployment and Performance Appraisal
- Tracked project performance to analyze successful completion of short- and long-term goals.
- Identified project scopes, constraints, risks and deadlines.

### Shine Infotech Solution - Intern

- Supported HR team with the creation of comprehensive onboarding materials, improving employee retention rates.
- Worked with HR team to coordinate company events.
- Posted job openings, screened resumes and scheduled interviews to fill positions with qualified candidates.

## CERTIFICATIONS

- Business Analytics with the concept of Power Bi
- Human Resource Analytics
- Data Analytics using Power Bi