

GNANA LAKSHMI M.

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Postgraduate in Political Science with a Commerce background, equipped with hands-on experience in HR operations, recruitment coordination, administration, and data management. Demonstrated ability to support end-to-end HR functions, assist in training initiatives, and contribute to organizational processes through internships in both corporate and government sectors. Proficient in MS Office, HR analytics, and skilled in report writing and teamwork. Adaptable, detail-oriented, and committed to adding value to HR operations and organizational growth in a dynamic corporate environment.

EXPERIENCE

2025

Nehru Yuva Kendra Sangathan – Volunteer

Volunteered through NSS for the 16th Tribal Youth Cultural Exchange Programme organized by the Ministry of Youth Affairs and Sports. Supported event coordination, facilitated cultural activities, and helped promote national integration and tribal youth engagement.

2024

Tamil Nadu State Women Commission – Intern

- Assisted with gender policy research and administration project support.
- Participated in field work through the Women Helpline (One Stop Centre), supporting case documentation and observing counseling methods

2022

Conneqt Business Solution Ltd. – HR Intern

- Supported recruitment by screening resumes and scheduling interviews.
- Assisted in designing training modules and staff handbooks.
- Recognized for proactive work ethic and organizational skills.

EDUCATION

- M.A Political Science University of Madras (2023-2025)
- Bachelor of Commerce (Hons.) Lovely Professional University (2020–2023) – CGPA: 7.6

CERTIFICATION

**HR Analytics-
Coursera**

Acquired the ability to collect, interpret, and analyze HR data. Learned about key HR metrics, employee turnover analysis, recruitment analytics, and how data supports evidence-based HR decision-making in organizations.

MS Office	Learned how to create structured documents in Word, manage and analyze data using Excel (formulas, charts, and functions), and design professional presentations in PowerPoint suitable for corporate reporting and communication.
C and C++ Programming	Developed knowledge of object-oriented programming concepts like classes, objects, inheritance, polymorphism, and encapsulation. Enhanced problem-solving skills by building programs with real-world structure and logic.
Internet	Learned essential internet skills, including safe browsing, effective online research, email communication, and using web-based tools. Understood how to navigate the internet securely and efficiently for professional tasks.

SKILLS:

- Data Analysis
- Report Writing & Documentation
- Time Management and Task Prioritization
- Digital Literacy
- Adaptability & Learning Agility
- Event Planning & Coordination
- Project Support & Adm. Assistance

LANGUAGES:

- Tamil – Native
- English – Proficient (Speak / Write / Typing)