



D Yamuna Shri

Ambur , Tamilnadu

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Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. MBA HR student with hands-on experience in HR operations, recruitment, and data management. I am eager to apply my skills in a dynamic environment and contribute to efficient HR processes.

Experience

- **Krea University** June 2025 - Till date
Work Experience : HR - Assistant (Full time Intern)
Key responsibility
 - End to End Recruitment
 - Recruitment - Sourcing, screening call , scheduling interview for the candidates
 - Handled CTC - Master
 - End to End : Background verification process
 - Documentation for all employees
 - Closed the position before TAT
 - Employee engagement in all events

Education

- **Bethel matric higher secondary school** 2016
SSLC
- **Bethel matric higher secondary school** 2018
HSC
- **Bharath institute of higher education and research** 2019 - 2023
Bsc., (hons)agriculture.
- **SRM University** 2023-2025
MBA

Skills

- Communication
- Adaptability
- Recruitment
- Talent Acquisition
- Employee Relations
- HR operations
- HR Policies
- Proficient in MS product
- Documentation
- Data Analyst

Languages

- English , Tamil

