

C. SHOBANA

📍 Thanjavur, Tamil Nadu | 📞 63801 05518 |

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| [LinkedIn](#)

Career Objective

Motivated and detail-oriented MBA (Human Resource Management) student seeking to enhance practical knowledge in HR operations. Skilled in recruitment, employee engagement, and documentation. Demonstrates strong communication, leadership, and problem-solving abilities with a proactive attitude and commitment to continuous learning.

Core Competencies

Hands on experience in campus recruitment, placement drives, and job fair co-ordination

- Actively involved in student recruitment, candidate screening, and shortlisting during recruitment event's
- Participated in candidate selection processes at Joseph college placements and Serofoji college job fair
- Good understanding of end to end recruitment process
- HR Documentation & Record Maintenance
- Onboarding Support
- Communication & Interpersonal Skills
- Team Collaboration & Problem Solving

Professional Experience

- HR intern

MARG'S Manpower Career and Recruitment Solutions, Thanjavur

[September 2025 – Present]

- Supported end-to-end recruitment processes including job posting, screening, and candidate coordination.
- Assisted HR executives in onboarding new hires and maintaining personnel records.
- Helped manage payroll documentation and employee attendance tracking.
- Participated in employee engagement initiatives and HR operations meetings.
- Gained hands-on experience in manpower planning and recruitment consultancy.

- HR Intern

Sri Kamatchi Hospital, Thanjavur

[February 2025 – March 2025]

- Maintained employee records and monitored daily attendance using Excel.
- Assisted in HR documentation, filing, and onboarding procedures.
- Supported employee engagement activities under HR supervision.
- Coordinated with HR staff to streamline administrative workflows.

Educational Background

- Master of Business Administration (MBA) – Human Resources Management (Pursuing)
Maruthupandiyar College, Thanjavur – Bharathidasan University
2024 – 2026 | Current CGPA: 80 %
- Bachelor of Commerce (B. Com) – Computer Applications
Queens College of Arts and Science for Women, Pudukkottai – Bharathidasan University
2021 – 2024 | Percentage: 84%

Certifications & Co-Curricular Activities

- Naukri maestro recruiter certificate Jan -2026
- Organizational Psychology and human resources management Nov -2025
- Microsoft Excel beginner to advanced Sept -2025
- Attended 'Thozhili5.0' Start-up TN Boot Camp for Women – Mar 2025
- Organized 'tricks2k25' & 'Def tech 2k25' Inter collegiate Meet -Jan 2025
- Played management games at 'Infinito 2K24' – Oct 2024

Personal Details

- Date of Birth: 04 November 2003
- Gender: Female
- Marital Status: Single
- Languages Known: Tamil, English

Declaration

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

Signature:
C. Shobana