

## PROFESSIONAL SUMMARY

A recent MBA graduate with a focused background in Human Resources and Marketing, coupled with practical experience gained through a hands-on HR internship. During this internship, I managed employee attendance, verified documentation, and coordinated telephonic communication for various HR-related activities. Skilled in maintaining accurate records and ensuring compliance with organizational policies. Demonstrates strong organizational skills, attention to detail, and effective communication abilities. Eager to leverage my experience and contribute to the success of an Organisation.

## CORE COMPETENCIES

- Employee Attendance Monitoring
- Document Management
- Payroll Assistance
- Telephonic Communication
- Time Management
- Organizational Skills
- Quick Learning and Application
- Communication Skills
- Team Collaboration
- Proficiency in Microsoft Office
- Attention to Detail
- Problem-Solving Abilities

## PROFESSIONAL QUALIFICATION

### MASTER OF BUSINESS ADMINISTRATION (MBA) IN HR AND MARKETING

2022-2024

Federal Institute of Science and Technology (FISAT), Angamaly, Kerala, India

### BACHELOR OF COMMERCE (B.COM) IN FINANCE

2019-2022

St. Joseph's College, Irinjalakuda, Kerala, India

## WORK EXPERIENCE

### HR Intern

May 2023 - June 2023

KKCSM, Kerala, India

- Attendance Monitoring:** Regularly tracked and updated employee attendance records, ensuring accuracy and compliance with organizational policies.
- Document Verification:** Assisted in checking and verifying employee documentation as per the company checklist, ensuring completeness and compliance.
- Attendance Marking:** Maintained and updated attendance logs for employees, contributing to efficient payroll processing.
- Telephonic Communication:** Conducted telephonic outreach for various HR-related activities, including follow-ups and documentation coordination.

## ACADEMIC PROJECTS

### Study on Consumer Behavior Towards Health Drinks

- Conducted a two-month campus marketing project to analyze consumer preferences and purchasing behaviors.
- Created awareness campaigns to promote health drinks through targeted outreach efforts.
- Analyzed survey results using statistical tools, providing actionable insights for market strategies.

## ADDITIONAL DETAILS

- Soft Skills:** Communication, time management, scheduling, problem-solving, teamwork, and cross-functional collaboration.
- Technical Skills:** Proficient in Microsoft Excel for data analysis, Tally ERP for payroll and accounting, and Microsoft Office Suite.
- Reference:** Available upon request
- Certificates:** Microsoft Excel Expert, Msoffice, Tallyerp

