



Sathyasri V

Creative and Patience with great communication skills and bold approach . Excited to bring a passion for education to increase classroom engagement and standardised scores.

Contact

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Email

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Address

1/15,Kamalakanni nagar,
Pulivalam, Thiruvarur.

Education

SonaCollege of Technology

**Master of Business
Administration HR**

2023

Holy Cross College, Trichy

B.A •English literature

2021

R C.Fatima Matic Hr.Sec
School, Thiruvarur

HSC

2018

R C Fatima Matic Hr.Sec
School, Thiruvarur

SSLC

2016

Experience

2023

Ujjivan Small finance Bank

Job position here

- Worked as State HR handled over 22 branches. Collaborated with branch visit and employee engagement-conducted events and tournaments, Oversaw recruiting , hiring and onboarding process by performing background checks.
- Conduct exit interviews documenting all feedback in accordance with the established HR Standard operating procedures.
- Supported the execution of various developmental programs for both existing and new employees for their continuous personal and professional growth.
- Provided immediate response to all general inquires regarding HR polices, complains.
- Conduct a thorough investigation on complaints brought forward by employees, like policy violations to come up with appropriate and prompt resolutions.
- Conduct exit interview documenting all feedback in accordance with the established HR standard operating procedures.

SKILLS

- Leadership skills
- Interpersonal skills
- Conflict management
- Time management
- Adaptability
- Team work
- Communication skills
- Problem solving
- Decision making

Software proficiency

MS Excel
MS Word
MS Power point
Basics of Power BI
Basics of Python

LANGUAGE

Tamil
English
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Basics of Japanese
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Internship

Excel Power Switchgear Pvt.Ltd.

Undergone organisational study on Excel Power Switchgear Pvt.Ltd.

August 2022

CAMPUS AMBASSADOR

Completed internship in Social media marketing.

June 2020 - July 2020

SCHWETEZ

Completed internship in SCHWETEZ primary school (ELT)

December 2019

DINAMALAR

Completed internship in journalism

September 2019

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VASANTHA

Completed internship in Vasantha School

September 2018

HOBBIES

- Reading Books
- Story Writing
- Drawing
- Playing Instrumental music

INTEREST

Volunteering event management

Learning foreign languages

Community Development Programme

Project on Panamarathupatty lake and it's submitted to Salem District collector in the year 2021

RESCAPES : Extension activity in village visit 2018-2021

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PROJECT

Research on the novel “Cross Her Heart” - 2021
Based on the theories used in novel and criticism, comparison with contemporary authors .

Dinamani - 2023

A Study on the Perception of young readers on Newspaper.

Certification

- NPTEL Swayam in “ Soft Skill Development “, ““Leadership and Team Effectiveness” and “ Soft skills for Business Negotiation and Marketing Strategies “
- • Certified in DCA
- Certified in Skill Based Elective in soft skill.
- Certified in Saylor Academy.

ACCOMPLISHMENT

- Participated in CHRIST UNIVERSITY in Best Management Team.
- • Organized SONA BAZAR, Sona College of Technology, Salem.
- participated in Women Studies Centre Conference about WOMEN ENTREPRENEURSHIP conducted by Bharathidasan University.
- Interviewed textile shop owner

WORKSHOP

- Leadership development: (3 days) Sona College of Technology
- Power BI: (3 days) Sona College of Technolog, Salem.
- Creative Thinking & Innovation : (2 days) Sona College of Technology, Salem
- Ethics : (3 days) Holy Cross College, Trichy.

DECLARATION

I hearby declare that all details mentioned above are true and facts as best of my knowledge.

SATHYASRI V