



# KRISHNA KAVIYA.M

MASTER OF BUSINESS ADMINISTRATION (HR & FINANCE)

## PERSONAL INFO

Looking for an opportunity in the field of Human Resource Management and Finance where I can implement my knowledge and skills for the development of the organization. Seeking a position where I can communicate with the people and judge people that helps the organization to achieve greater.

## EDUCATION

- BHARATHIYAR UBIVERSITY. 2021-2023

Masters in Business Adminstration

Percentange - 70 %

- KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE.

Bachelors of Commerce , Professional Accounting. 2018-2021

Percentage-80%

## INTERNSHIP

1. Human resources Internship

Roots Industries , Ganapathy, Coimbatore

July 2022- Aug 2022

Key Responsiblities :

- Updating internal databases of both new and old employees information like contact details and employment forms.
- Gathering payroll data like working hours, leaves and bank accounts.Assisting the HR in organizing interviews with the shortlisted candidates.

- 2.Accounting Internship

Auditing office, Ramnagar, Coimbatore

Key Responsibilities

- Using accounting softwares to generate financial reports
- Analyse Financial data
- Filing documentations

## CERTIFIED COURSES

- Consumer behaviour
- Hr generalist and Pay roll training
- Talent acquisition
- Hr analytics training

## EXPIERIERNCE

V.NNATRAJAN & SONS manufacturing industry.

HR TRAINEE

A human resources trainee my primary responsibilities are to support the HR department . my responsibilities are Assisting with recruitment Coordinating with job applicants ,Conducting interviews,Onboarding new employees ,Maintaining records , Recruitment, selection process , data entry.

TOTAL EXPERIENCE = 6 MONTHS

## CONTACT



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## SKILLS

- Communication
- Team work
- Time management
- Self motivation
- Active listening

## PROJECT

- A study on exit interview in Roots Industries India Limited (RIL), Coimbatore.
- A study on Working Capital Management of real groups of companies

## TECHNOLOGY SKILLS

- Microsoft excel
- SPSS
- Ms Office

## ACHIEVEMENTS

- Leader of HR Club.
- Co- ordinator of Inter College Events
- Co-odinator of Departmental Managerial Events

## AUDITED COURSES

- Recruiting
- Staffing
- On boarding