



SUMMARY

MBA graduate with Eight months of experience in HR and Finance roles, I can apply my knowledge, analytical skills, and strategic thinking to contribute to the success of an organisation.

EDUCATION

Anna University KVCET college

Master of Business Administration
2021 – 2023

Madras University Sri malolan college

Bachelor of commerce
2017 – 2020

SKILLS

- Ms Word
- Ms Excel
- Accounting Skills
- Payroll Processing
- Team Collaborating
- Budgeting and Forecasting
- Human Resources Management
- Accounting Software Tally ERP 9
- Strong Organizational and Time-Management skills

EXPERIENCE

Human Resources Management

Pearl Global Industry Limited [01/02/2023 – 31/05/2023]

- My 3 months internship in this company, I learned
- How to do recruitment process,
- How to do employee data entry, attendance, payroll processing and basic things

Quality Assurance [IQC]

TSMT private limited [01/07/2023 – present]

- Ensure all materials inspections are checked.
- All inspection data is documented, and reports are prepared in IQC.
- Developed and implemented quality assurance procedures and protocols.

Human resources management Intern

Pearl Global Industry Limited [01-02-2023 / 31-05-2023]

- Topic of effects of performance appraisal on employees performance.
- Findings revealed that well-structured and fair performance appraisals can enhance employee motivation, feedback, job satisfaction, and overall productivity.
- This experience provided insights into HR practices and performance management strategies."