

Lavanya K

Adaptable and quick learner, highly motivated to complete challenging tasks. Compassionate to learn and contribute for the growth of the organization.

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Coimbatore, TamilNadu

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EDUCATIONAL QUALIFICATION

Master Of Business Administration

KGiSL Institute Of Technology

2021 - Present *Completed* Coimbatore

Bachelor Of Commerce

KG College Of Arts And Science

2018 - 2021 Coimbatore

Higher Secondary Certificate

Bharatiya Vidya Bhavan Matriculation
Higher Secondary School

2017 - 2018 Coimbatore

Secondary School Leaving Certificate

Bharatiya Vidya Bhavan Matriculation
Higher Secondary School

2015 - 2016 Coimbatore

WORK EXPERIENCE

Human Resources Intern

CRI Pumps Pvt Ltd Ransar II

01/2023 - Present Coimbatore

Responsibilities

- Provide valuable support in day to day HR activities

Internship

Apex Roller Flour Mills

08/2022 Coimbatore

Responsibilities

- Observed the Functional Departments in the organization

Inventory Management- Part time

Baby Shop

2016 - 2019 Coimbatore

Wholesale and Retail establishment for baby products

Responsibilities

- Created goods entry.
- Verification and Billing.

INTERESTS

Reading Fiction

Home Organizing

Indian Classical Dance
Bharatanatyam

SKILLS

Team Worker

Communication

Managerial Skills

Dependable

Decision Making

COURSERA CERTIFICATIONS

Managing Talent (2023)

- University Of Michigan

The Art of Negotiation (2023)

- University of California, Irvine Extension

Organisational behaviour: Know your people (2023)

- Macquarie University

Introduction to Psychology (2023)

- Yale University

CERTIFICATIONS

Certified in Digital Marketing (2021)

Blue Digital Media Pvt Ltd

Certified in GST Practitioner Training (2021)

MSME Technology Development Centre

Certified for New India Learnathon (2020)

ICT Academy

Certified in Advanced Excel (2019)

KGiSL IT Finishing School

Attended a Workshop on Digital Marketing (2019)

Clusters Academy

ACHIEVEMENTS

Received Academic Proficiency Certificate (2020)

KG College Of Arts and Science

Received Distinction In Cambridge Assessment (2019)

Business English Certificate Level B2

Obtained Second Place In Essay Competition (2018)

Ramakrishna Mission Vidyalaya

LANGUAGES

Tamil
Native or Bilingual Proficiency

English
Full Professional Proficiency

Hindi
Elementary Proficiency

TECHNICAL SKILLS

MS Office

Tally ERP 9

Digital Marketing