

MARTHAL SNEHA.P (MBA HR)

10/13,, Antony street
Kodaikanal, Dindigul-624101
9787653796
snehamarthal@gmail.com

CAREER OBJECTIVE

Hard-working student with proven leadership and organizational skills, and minute attention to detail. Seeking to apply my abilities to fill the internship role in your company. I am a dedicated team player who can be relied upon to help your company achieve its goals.

TECHNICAL SKILLS

- Strong verbal and written communication skills.
- Proficient in MS Word, Excel and PowerPoint.
- Ability to learn and acquire new knowledge and skills.
- Ability to manage people and handling grievances.
- Knowledge in the hiring process.
- Good team player, On boarding and onsite recruitment.

EDUCATION

Fatima College, Madurai. Master of Business Administration 74%	2022
Lady Doak College, Madurai. Bachelor of Business Administration 60%	2020
St.John's Girls Higher Secondary School, Kodaikanal. HSC 89%	2017
St.John's Girls Higher Secondary School, Kodaikanal. SSLC 79%	2015

PROJECTS

Analysis on HR department, Marketing department and Finance department at "Thangamayil Jewellery". I did my project on analysis of HR department, Marketing department and Finance department at Thangamayil pvt.ltd, Madurai.	1 month
Project on Employee Relationship Management at "Aadhi Maruti". I did my project on Employee Relationship Management in reference with Aadhi Maruti pvt.ltd, Coimbatore.	3 months
A Project on STRESS MANAGEMENT at "Cubixz Constructions". I did my study on Stress Management on reference to CUBIXZ Builders and Developers, Coimbatore.	3 months
Project on LFE I did my life frontier programme at Lady doak college, Madurai.	3 months

ACHIEVEMENTS & AWARDS

Participated in "National conference of sustainable developement and social innovation in business" held at Lady Doak college, Madurai.
Won first price at "Payroll and finance handling techniques at Financial events" held at Lady Doak college.
Won first price at Ad acting held at Lady Doak college
Won first price at Essay writing held at Lady Doak college.

SOFTWARE KNOWN

- SPSS - TALLY - DIPLOMO IN COMPUTER APPLICATION - MS OFFICE

**PERSONAL
STRENGTHS**

Sympathetic Attitude,
Quick Decisions,
Patience,
Formal Authority,
Leadership,
Social Responsibility,
Good Communication Skills.

**PERSONAL
PROFILE**

Date of Birth	: 12/07/2000
Marital Status	: Single
Nationality	: Indian
Known Languages	: English and Tamil

REFERENCE

Joseph arun - "Cubixz Builders and Developers."
Managing Director,
Cubixzbuilders@gmail.com
8668120752

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Date : 13-05-2023
Place : Kodaikanal

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