152 Behind Eswaran Kovil, 6th ward Karuppur, Salem -636012.

📞 8637423612

✉ kavikeerthi16@gmail.com

D.O.B: 16/10.2000

AREA OF INTEREST

- Assistant HR
- HR Recruiter
- HR Executive
- Marketing
- System management

SOFT SKILLS

- Easy Adaptable
- Time Management
- Communication
- Leadership
- Problem Solving
- Strategic Planning

KEERTHIGA S K

CAREER OBJECTIVE

☐ Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge and contribute to the organization's growth.

EDUCATION

- Master of Business Administration at Periyar University, Salem (2023)-7.2 (CGPA up to last sem)
- Bachelor of Physcis at Vellalar Arts & Science College for women Erode. (2020)-82%
- HSLC at Vidya Vikas Girls Higher secondary School Salem. (2016)-85.9%
- SSLC-SSRM Higher Secondary School, Salem (2014)- 94%

INTERNSHIP

- HR Assistant –for 1 month 15 days (@Revathi Equipment Limited, Coimbatore)

   Note: Learned to maintain records and learned how to recruit and select a person under HR guidance, and also learned to calculate the monthly pay.

- Titan Company Limited, Watch case plant, Company Limited,

PROJECT UNDERGONE

☐ Master of Business Administration
Title: A study on employee job crafting in Revathi Equipment Limited

COMPUTER PROFICIENCY

- Expert in Microsoft Office
- Diploma in Computer application

LANGUAGES KNOWN

- Tamil
- English

LEISURE ACTIVITIES

- Travelling
- Sports

CERTIFICATION

- Certificate on **Trouble Shooting** in Smartphone.
- Certificate on one day national workshop on **astronomy.**
- Certificate on one day national seminar on **current scenario in radiation biology.**
- **Young Professionals courses** offered by Tata Consultancy Services (TCS).
- Certificate on **Strategic human resource management.**
- Certificate on Participated in one day webinar on **"Overcoming Barriers to Effective Communication"** held in Periyar University.

DECLARATION

I hereby declare that the above given details were true to the best of my knowledge.