

SOUNDARRAJ R

MASTER OF BUSINESS ADMINISTRATION

A Self-motivated and result-oriented MBA HR& Marketing fresher looking for an opportunity in the field of HR to grow my skills and knowledge, which can further lead to the growth of the organization

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📍 Coimbatore, Tamilnadu.

🌐 linkedin.com/in/SOUNDARRAJ R

EDUCATION QUALIFICATIONS

Masters Of Business Administration

KGISL Institute of Technology

09/2021 - 05/2023

Bachelor Of Commerce In Professional Accounting

KG College of Arts and Science

06/2018 - 03/2021

WORK EXPERIENCE

HR Assistant

KM Knitwear Pvt Ltd Unit-14

09/2023 - Present

Garment company (cotton to finished garment Manufacturing)

Achievements/Tasks

- Recruitment process
- Strength report and Daily report
- PF and ESI for workers
- Video creating for festival and professional video

Business development executive

S cube

01/2023 - 05/2023

Education consulting (School Uniform, School ERP software, Construction)

Achievements/Tasks

- Taking lead of the school need
- Marketing products to the school
- Update the social media platform day to day activities

Supervisor

TK Paper Cups

04/2020 - 05/2022

Paper cups Manufacturing and Paper cup Machine Manufacturing

Achievements/Tasks

- Marketing products in local market
- Maintain the responsibility of production
- Tally the Daily accounts

INTERNSHIP

Lakshmi machine works limited (08/2022 - 08/2022)

Completed Internship project at LMW company under HR(Industrial relations) Department and Administration Department (one month)

SKILLS

Team worker

Leadership

Critical thinking

Time management

Problem solving

Spss

Digital Marketing

MS-Excel

Recruitment

Onboarding

PROJECT

A study on awareness and usage of s cube's ERP software at schools with Special reference to Coimbatore city. (01/2023 - 05/2023)

CERTIFICATES

GST PRACTITIONER (03/2021 - 03/2021)

Completed a one Month course on GSTPRACTITIONER by MSME - technology development centre, chennai.

DIGITAL MARKETING (09/2021 - 09/2021)

Completed a one month course on Digital marketing by Ace EduTech coimbatore.

TALLY ERP 9 (04/2020)

Completed a certificate course in Tally ERP 9 by Kg college of arts and science

Advanced Excel (12/2018 -03/2019)

Completed a certificate course in Advanced Excel by kg college of arts and science

ACHIEVEMENTS

AD-ZAp(Winner) (04/2021)

Certificate in Adzap(winner) by The Tips global Institute

LANGUAGES

Tamil (read,write,speak)
Full Professional Proficiency

English(read,write,speak)
Limited Working Proficiency

Kannada(speak)
Elementary Proficiency

HOBBIES

Listening to music

Sports(Kabaddi)

Traveling