

# SIRI SINCHANA S P

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## CAREER OBJECTIVE

Motivated and adaptable BBA student with internship experience in HR operations and strong organizational, communication, and analytical skills. Eager to transition into business development, leveraging a client-focused approach, problem-solving abilities, and a passion for learning to contribute to Bambinos.live's growth and success. Highly committed to developing sales skills and driving impactful customer relationships.

## EDUCATION

BBA (HR)	MOUNT CARMEL COLLEGE	2023-26
12 <sup>TH</sup> GRADE (CBSE)	HARSHA INSTITUTIONS	2021-23
10th GRADE (CBSE)	MOUNT LITERA ZEE SCHOOL	2017-21

## PROFESSIONAL EXPERIENCE

### Biesse (HR INTERN)

May 2025 - July 2025

**Biesse is a global leader in manufacturing technology for wood, glass, stone, and advanced materials, headquartered in Italy with operations in over 160 countries**

- Supported end-to-end HR operations, including employee onboarding, documentation, and maintaining compliance checklists for recruits at all levels.
- Assisted in recruitment coordination, from apprentice (NAPS/GET) and senior candidate documentation to induction, and handled payroll structure and statutory administration, such as pension funds and insurance.
- Streamlined HR filing systems, managed employee records, and utilized internal software and advanced MS Excel functions (VLOOKUP, Pivot Tables) for HR data analysis and resource tracking.

### The Bear House (HR INTERN)

Nov 2024 - Dec 2024

**Fast-growing premium menswear brand from India, known for contemporary styles and featured on Shark Tank India.**

- Supported HR operations and engagement initiatives in a fast-paced, multicultural environment.
- Coordinated with cross-functional teams to streamline onboarding and induction processes.
- Collected and analyzed employee feedback to identify process improvements.

## CERTIFICATIONS

- Microsoft Certified: Azure AI Fundamentals
- HR Analytics using MS Excel

## TECHNICAL & FUNCTIONAL SKILLS

- Operational Skills: Documentation, process management, compliance reporting, client lifecycle coordination.
- Technical: SAP, Canva, ChatGPT, HRMS, MS Excel (VLOOKUP, Pivot Tables), Google Workspace
- Analytical: Employee data analysis, process improvement, report generation
- Organizational: Time management, multitasking, attention to detail, task prioritization

## ACHIEVEMENTS

Successfully managed HR operations for multinational and start-up environments during internships  
Led multiple college-level awareness drives and volunteer programs  
Recognized for improving administrative efficiency and communication flow

## EXTRACURRICULAR ACTIVITIES

### Secretary - Youth Red Cross, MCC

| Mar 2025 - Present

- Coordinated between volunteers, faculty, and external organisations to ensure smooth execution of events.
- Maintained accurate records, prepared detailed reports, and managed all official communications for the unit.
- Promoted health awareness and humanitarian values through targeted outreach, strengthening leadership and crisis management skills.

### Public Relations Manager - NATIONAL SERVICE SCHEME, MCC

| May 2024 - May 2025

- Directed large-scale health initiatives including health camps, first-aid training, and blood donation drives, engaging diverse stakeholders.
- Led communication and publicity strategies for NSS activities, boosting event reach and participation.
- Coordinated with media, designed promotional materials, and managed external relations to enhance visibility.

## SOFT SKILLS

- Effective Communication
- Time Management
- Critical Thinking
- Multitasking Efficiency
- Proactive learner with strong curiosity to acquire new skills
- Customer Support & Issue Resolution
- Cross-functional Collaboration
- Adaptability in Fast-paced Environments
- Problem-Solving