

P.DIVYA LAXMI

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SUMMARY

An ambitious Business Process Services student passionate about management, innovation, and problem-solving. I excel in dynamic environments, combining strategic thinking and adaptability. Committed to detail and growth, I aim to provide fresh perspectives while enhancing my leadership and business operations skills.

WORK EXPERIENCE

The Big Little - HR intern	Dec 2024 - March 2025
<ul style="list-style-type: none">Posted job openings on various online platforms and tracked applicant flow using applicant tracking systemsAssisted in the full-cycle recruitment process, including sourcing candidates, screening resumes, and scheduling interviews	
Kholi Media LLP - HR intern	Feb 2024 - May 2024
<ul style="list-style-type: none">Supported the onboarding process for new hires, preparing orientation materials and conducting welcome sessionsConducted initial phone screenings for entry-level positions, assessing candidate qualifications and cultural fit.Posted job openings on various online platforms and tracked applicant flow using applicant tracking systems	

EDUCATION

Bachelor's of Commerce -Business Process service integrated with TATA	July 2023 - Present
Mount Carmel Autonomous College	
<ul style="list-style-type: none">Specialization in Business Process Service.. Subjects Covered	
Human resource Management	Retail Market Research
Banking	Financial Accounting
Corporate Accounting and Auditing.	Financial Management
Pre University Course - Commerce Stream(SEBA)	June 2021 - April 2023
Mount Carmel Pre University College	
<ul style="list-style-type: none">Relevant coursework:	
Statistics	Business
Economics	Accountancy

ADDITIONAL INFORMATION

- Technical Skills:** Project Management, Microsoft excel, Basic Java , Microsoft PowerPoint
- Languages:** English, Kannada, Hindi ,
- Certifications:** Applied Analytics and Business Intelligence(NXT gig), The Big Little(Internship completion), Kholi Media LLP(internship completion)
- Core competencies:** Leadership, People Management, Communication , Adaptability and growth