

# ROZALIA JACQUEEN. A

9241040502



rozaliajack8@gmail.com



Ulsoor Bengaluru - 560008



Detailed-oriented and learner-centric professional with 2 years of experience in HR operations, content coordination, research, and stakeholder communication. Skilled in managing end-to-end processes, supporting documentation, and collaborating with cross-functional teams. Strong writing, editing, and organizational abilities, with hands-on experience handling queries, preparing materials, and coordinating activities in fast-paced environments. Currently pursuing MA in Economics.

## EDUCATION

### MA in Economics

Mount Carmel College, Autonomous  
(Currently Pursing) 2026

### B.com

Mount Carmel College, Autonomous  
2019 - 2022

### Diploma in Child and Adolescent Psychology

NHCA  
Completed coursework in child development, therapeutic approaches, psychological assessment, and empathetic communication.

## PROJECTS & RESEARCH

1. Understanding the Mental Health of Children and Adolescents in Urban Cities - With a Focus on Digital Overstimulation  
Research Internship - Institute for Social and Economic Change (ISEC), 2025 (Duration - 3 months)

- Conducted in-depth research on the psychological and behavioral impact of digital overstimulation among children and adolescents.
- Performed literature reviews, qualitative data collection, and analytical documentation under the guidance of senior researchers.
- Contributed valuable insights toward understanding mental health patterns in high-digital-exposure environments.

2. Nexus Between Whales, CO<sub>2</sub> Emissions, and Climate Change.  
International Conference on Navigating Cross-Functional Collaboration for Ecological Security

- Analyzed the ecological and economic implications of whale conservation and marine carbon sequestration.
- Linked environmental science findings to global economic outcomes and policy implications.

3. Compilation & Editing - "Sankshipta" National Conference Book of Abstracts (2025)

National Conference on Tribal Culture, Heritage & Indigenous Practices - Mount Carmel College (in association with ICSSR)

- Served as a Student Coordinator for content compilation and editing.
- Assisted in editing, formatting, and organizing 160+ abstracts submitted in English for publication.

## PROFESSIONAL EXPERIENCE

### Human Resources Practitioner

Accenture Solutions Pvt. Ltd. (Third-party payroll via V5 Global)

- Served as the primary point of contact for employee queries, resolving HR-related concerns promptly and professionally.
- Managed recruitment coordination activities, including scheduling interviews, communicating with candidates, and collaborate with hiring managers.
- Processed and maintained employee records, contracts, and onboarding documentation with accuracy and confidentiality.
- Coordinated with cross-functional teams to address payroll, benefits, and policy-related inquiries.
- Assisted in organizing training sessions and employee engagement activities to foster a positive work environment.
- Ensured compliance with company policies and labor regulations while supporting day-to-day HR operations.

## SKILLS

- Content Coordination & Research
- Documentation & Report Writing
- MS Office (Excel, PowerPoint, Word)
- Basics in R programming
- Strong Verbal & Written Communication (English)
- Stakeholder & Client Management
- Attention to Detail & Process Improvement
- Time Management & Multitasking
- Problem-Solving & Analytical Thinking

## CERTIFICATIONS

- Diploma in Child and Adolescent Psychology (NHCA), Focused on child and adolescent behavior, communication, and empathy-building skills.
- Course on Managing Change in Business Organization (NPTEL)