

# 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.

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## WORK EXPERIENCE

### The Big Little - HR intern

Dec 2024 - March 2025

- Posted job openings on various online platforms and tracked applicant flow using applicant tracking systems
- Assisted in the full-cycle recruitment process, including sourcing candidates, screening resumes, and scheduling interviews

### Kholi Media LLP - HR intern

Feb 2024 - May 2024

- Supported the onboarding process for new hires, preparing orientation materials and conducting welcome sessions
  - Conducted 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
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## EDUCATION

### Bachelor's of Commerce -Business Process service integrated with TATA

July 2023 - Present

Mount Carmel Autonomous College

- Specialization in Business Process Service.
- . Subjects Covered
  - Human resource Management
  - Banking
  - Corporate Accounting and Auditing.
  - Retail Market Research
  - Financial Accounting
  - Financial Management

### Pre University Course - Commerce Stream(SEBA)

June 2021 - April 2023

Mount Carmel Pre University College

- Relevant coursework:
    - Statistics
    - Economics
    - Business
    - Accountancy
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## 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