



MADHUMITHA.R
HR&ADMIN

OBJECTIVE

LOOKING TO WORK WHERE
MY MANAGEMENT
PROFESSIONAL AND
TECHNICAL SKILLS COULD
BE USED IN A BEST WAY
AND WHERE MY
KNOWLEDGE CAN
CONTRIBUTE TOWARDS THE
GROWTH OF THE
ORGANIZATION AND
MYSELF.

SKILLS & ABILITIES

EASILY ADAPTABLE
SELF MOTIVATED
HARD WORKER

VITALS

09, South street,
Varichikudi,
Karaikal 609609
Pondicherry
INDIA.
9047619264.
madhumitha24061997@gmail.com

EXPERIENCE

SEKAR'S TEXTILES, KARAIKAL.

HR&ADMIN

PRESENTLY WORKING

VOLTECH HR SERVICES, CHENNAI.

HR Recruiter

November 2018 - January 2019

ROLES AND RESPONSIBILITIES

- *Screening and short listing candidates for interview
- *Arranging interview with clients and superiors

EDUCATION

**CHRIST COLLEGE OF ENGINEERING AND
TECHNOLOGY, PONDICHERRY.**

MBA (HR and
Marketing) 74%
2019

**AVVAIYAR GOVERNMENT COLLEGE FOR
WOMEN, KARAIKAL**

B.A
English
52%
2017

SKILLS AND CERTIFICATE

- NSS CERTIFICATE HOLDER(A GRADE)
- MS OFFICE

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PROJECTS

**ASTUDYONFACTORS AFFECTING THE GROWTH OF
THE ORGANIZATION WITH SPECIAL REFERENCE TO
KCMPUKARAIKAL.**

2 months

**ASTUDYONSHIPPING ACTIVITIES CARRIED OUT IN
KARAIKAL PORT PRIVATE LIMITED**

2 months

INDUSTRIAL EXPOSURE

- AURO FOOD FACTORY,PONDICHERRY
- KARAIKAL PORT PRIVATE LIMITED
- KARAIKAL CO-OPERATIVE MILK PRODUCERS
UNION LIMITED

PERSONAL PROFILE

DATE OF BIRTH : 24.06.1997

MARRITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGES KNOWN: TAMIL, ENGLISH

DECLARATION

**Here by I declare that the above information furnished
by me are true to the best of my knowledge and belief.**

MADHUMITHA.R