

VANDANA P

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CAREER OBJECTIVE

An ingenious MBA graduate eager to apply and expand my skills in the business landscape. I am committed to drive mutual success through continuous learning and contributing to organizational growth.

EXPERIENCE

- **Intern, JK Lakshmi Cement Ltd, New Delhi** June-July,2024
Assisted in recruitment, onboarding, and employee records management and employee engagement.
- **Barista, Hyatt Regency, Thrissur** March-June,2023
Helped setup and launch a new coffee shop at Hyatt Regency as a Barista. Learned the ropes of café setup, from arranging the space to setting up equipment. Played a key role in getting the coffee shop off the ground and running smoothly.
- **Shift Supervisor, Tata Starbucks, Thiruvananthapuram** Nov,2021- Nov, 2022
 - Resolved customer complaints professionally
 - Managed the POS and CRM systems.
 - Successfully managed and trained 15+ employees to use technical and non- technical skills, assessing performance and assigning duties.
- **Trainee, JW Marriot, Pune** Dec,2019- March,2020
Completed industrial training at JW Marriot

EDUCATION

- **Pursuing Masters of Business Administration (MBA)** 2023-25
Human Resources (Major) and Marketing (Minor)
Saintgits Institute of Management (APJ KTU)
Kottayam, Kerala 74%
- **Graduated in Bachelors in Hospitality and Hotel Administration** 2018-21
Institute of Hotel Management and Catering Technology (IHMCT)
Thiruvananthapuram, Kerala 76.2%
- **Higher Secondary CBSE (12th)** 2018
Kendriya Vidyalaya
Vigyan Vihar, Delhi 72%
- **Higher Secondary CBSE (10th)** 2016
Kendriya Vidyalaya
Vigyan Vihar, Delhi 80%

ACHIEVEMENTS & CERTIFICATION

- Certified Barista Trainer at Tata Starbucks
- Completed Using AI to Improve Human Resources Practices Course – LinkedIn Learning December 2024.
- Completed Digital HR Training Program - Greytip Software Pvt. Ltd July 2024
- Completed “Soft Skill” course from National Programme on Technology Enhanced Learning (NPTEL).

PARTICIPATION

- Event coordinator in “SIMTHESIS” 16.0 National Management Fest - 2024 Saintgits Institute Of management, organized by Saintgits of Management
- Participated in “Best Management Team” – INFLORE 24 at Rajagiri Business School, Kochi, Kerala.
- Event coordinator in “SIMTHESIS” 15.0 National Management Fest - 2023 Saintgits Institute Of management, organized by Saintgits of Management
- Participated in “Best Management Team” – CATHCOM 15.0 at Catholicate College, Pathanathitta, Kerala.
- Participated in Quiz competition at National Institute of Personal Management (NIPM).
- Coordinator of decor and cultural team, Institute of Hotel Management and catering Technology, Kerala.

SKILLS

- | Soft Skills | Technical Skills |
|---|--|
| <ul style="list-style-type: none">• Communication• Problem Solving• Creative• Teamwork | <ul style="list-style-type: none">• MS Word• MS Excel |

LANGUAGES

- English (Speak/Write/Read)
- Hindi (Speak/Write/Read)
- Malayalam (Speak/Read)

REFERENCE

Ms. Meera Michael
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