

VENKATESWARI R

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CAREER OBJECTIVE

To accomplish a challenging work environment, which would provide me valuable learning and professional growth, at the same time help me in contributing meaningfully to the growth of the organization.

EDUCATION

- **Firebird Institute of Research in Management**
MBA/PGDM
CGPA: 7.2
2019
- **Fatima Women College**
BBA
CGPA: 5.9
2017

TECHNICAL SKILLS

- Microsoft excel.
- Social media tools such as Facebook Twitter, and LinkedIn have become essential to business networking, especially in HR.

ACADEMIC PROJECTS

Effectiveness of Recruitment (Axis Bank)

4 months

- Assisting Recruitment panel for the selection of Business Development Executive Sourcing Candidates
- H-Response work in Axis Bank
- Problem resolving for reducing the Attrition rate
- Involved in the Campus drive that was conducted in Guru Nanak College, SVS College, SRM Deemed to be University

HR Functions (Shiva Texyarn)

1 month

- HR personnel in scheduling interviews and conducting background checks of potential employee.
- Developed a Policy document for Retention of Employees working in the Lamination, Spinning and Garment section.

CERTIFICATIONS

- Start-up India course for Entrepreneurship given by “**National Investment Promotion Agency**” Google Analytics given by “**Analytics Academy.**”
- Google Digital Unlocked Sponsored by “**Google Academy**”
- Leadership Skill Development Workshop in Fatima women college lecture by “**Dr. Yazhin Selvaraj**”
- Entrepreneurship Workshop in Lakshmi Mahal Conducted by “**Tamil Nadu Agriculture Development Association**”.
- Paper presentations in 5S principles, Women empowerment, Body Language.

INTERESTS

- Recruiting
- Talent Management
- Payroll
- Complacence

ACTIVITIES

- Volley Ball Player
- Decoration committee Member
- President - cultural committee
- Executive – HR club

PERSONAL STRENGTHS

- People Minded person
- organized
- Work with ethics

PERSONAL PROFILE

Date of Birth	: 14/01/1997
Marital Status	: Married
Nationality	: Indian
Known Languages	: Tamil,English
Hobby	: Photography, Drawing, Reading books