

SHREELAKSHMI P N

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OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goals.

SKILLS

- Understanding of recruitment process
- Employee Onboarding
- Employee Engagement
- Data Analysis
- MS Office Suite

EXPERIENCE

HR Executive (L & D)

Continental Automotive | On Contract

Sep 2022 - Present

- Supported employee onboarding
- Conducted orientations, training, and team-building activities.
- Managed meetings and follow-ups.
- Prepared management presentations.

MIS Coordinator

SBI General Insurance

Jan 2020 – Aug 2022

- Provided data insights to support managerial decisions.
- Analyzed daily data and prepared detailed reports.
- Assisted in sales budget planning and weekly tracking.
- Issued policies and shared actionable insights with leadership.

EDUCATION

MBA - HR

Karnataka State Open University - Mysore

Sep-2023

B.Sc. – CS

Maharani Science College - Bangalore

Jun-2019

PROJECT

Work Life Balance of Women employees

December 2022 – May 2023