

Pallavi Peyyala

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Pondicherry , 533464.

## Career Objective

MBA HR fresher with excellent verbal and written communication skills, seeking an opportunity in a reputable organization to prove my ability.

## Educational Qualification

- MBA in Human Resource Management from KIET College, 2020-22.
- Bachelor of Commerce (B.com) with 63% from S.R.K Degree College, 2017-20.
- Intermediate with 81% from Sri Ravi Junior College, 2015-17.
- SSC with 8.0 from AP R High School, 2015.

## Professional Skills

- Basic understanding of recruitment process and payroll compliances.
- Ability to learn things quickly & effectively.
- Capable of conducting employee engagement activities.
- Strong communication skills and people management skills.
- Documentation, reporting and ability to deal with employee grievances.
- Proficient in MS Word, Excel and PowerPoint.

## Project Work

**Topic :** Employee Welfare Practices, **Company:** Wingo creative agency,

**Duration:** 2 months.

A study on the Company would be able to know the satisfaction level of employee on welfare measures.

## Hobbies

- Reading books.
- Listening to music.
- Travelling.

## Personal Details

DOB	: 02/01/2000
Gender	: Female
Languages Known	: English, Hindi, & Telugu
Religion	: Hindu.

**Declaration:** I hereby declare that all the above information is true to the best of my knowledge.

Place:

Date:

Signature.