

SANJAY K G

9597779477, kgsanjay004@gmail.com Coimbatore, Tamil Nadu.

<https://www.linkedin.com/in/k-g-sanjay-a05951262>

CAREER OBJECTIVE

Dynamic and adaptable MBA candidate with a specialization in project management and hands-on experience in human resources. Completed an internship in the HR department, gaining valuable insights into recruitment, employee relations, and HR processes. Eager to leverage both project management and HR skills in an organization, with a focus on driving operational efficiency and business success.

INTERN EXPERIENCE

FACE PREP

Feb-2025 - Current

- As an HR intern, I coordinate recruitment drives both online and on campus
- I have done end-to-end recruitment process
- My responsibilities include conducting interviews, phone screening, scheduling campus drives, and sending out offer
- I have done the onboarding process

ANAAMALAIS TOYOTA

June-2024 — Aug-2024

- Assisted with the recruitment process by conducting initial phone screens and scheduling interviews
- I have done background verification, maintained attendance, and done document verification.

ANANYA SHELTERS Pvt. Ltd

Jan-2024 — Feb-2024

- Analyzed customer feedback and market data to identify opportunities and improve strategies.
 - Collaborated with teams to design client-focused strategies based on insights.
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EDUCATION

KCT BUSINESS SCHOOL - COIMBATORE

Sept 2023 - May 2025

MBA - Project Management - 6.9 CGPA

KG COLLEGE OF ARTS AND SCIENCE - COIMBATORE

May 2020 - July 2023

BBA: Computer Application - 7 CGPA

ADDITIONAL INFORMATION

- **Technical Skills:** MS Office, Excel, Power BI.
- **Certifications:** LEAN SIX SIGMA CERTIFICATION - KPMG, Certified in Banking and Financing by NSE Academy, Certified in Financial Markets Beginners in NSE Academy, Hiring and Onboarding Employees With ClickUp
- **Soft Skills:** Interpersonal Skill, Problem-solving, Adaptability, Teamwork, HR reporting skills, Time Management, Recruitment coordination, Onboarding experience, College recruiting
- **Awards/Activities:** BBA Department Student People Leader, Event Coordinator In BBA, Volunteer in MBA Admissions
- **Languages:** Tamil, English