Dharani R

Dedication, Quick Learner,Team worker,Organizer.

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OBJECTIVE

To build a long-term career in the field of human resource with opportunities for career growth and to enhance my technical and professional skills in a dynamic and stable workplace.

ACADEMIC QUALIFICATION

COURSE	YEAR	INSTITUTE NAME	%/CGPA
MBA HRM	2022-2024	Annamalai University	7.3 upto 3rd semester
BBA	2019 - 2022	Sengamala Thayaar Educational trust Women's college, Bharathidasan University	80.5 %
HSLC	2019	Veludayar Higher Secondary School	53 %
SSLC	2017	Veludayar Higher Secondary School	67 %

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Type Writing (Tamil)

EXTRA-CURRICULAR ACTIVITIES

- Part of the organizing team of AURA-2024 and FACON-2023 conducted by the Department of Business Administration.
- Part of the organizing team of NSS CAMP during 2019-2022..
- Actively participated in Kho-Kho tournaments and won prizes in and around TamilNadu.

LANGUAGES

- Tamil.
- English.

INTERNSHIPS

OnLoad Gears Private Limited, Ambattur. - July 2023. | Safety and welfare measures

- Collected and Organized employee information with proper documents and maintained permanent files.
- Assisted in Biometric attendance system, Payroll model, Salary distribution.
- Analyzed and assisted in the improvements of employees welfare and created documents.

Atrium Medical Technologies - June 2023

- Maintained and Organized filing system for confidential employee record.

Seematti Silks & Readymades, Thiruvarur - May 2023.

- Assisted in Salary distribution.
- Gained knowledge of the recruitment process

WORKSHOPS

- Attended Outbound program - Gained Hands on Experience in resource managemnet, situation analysis, problem solving, team building.
- Attended a workshop on "PROMOTION OF RURAL TECHNOLOGIES" "conducted by Business Administration, Annamalai University.
- Attended a workshop on "DATA SCIENCE USING PYTHON" conducted by "Livewire", Trichy.