

ARUNDHATHI CA

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SUMMARY

A motivated and dedicated HR professional driven to contribute expertise in problem-solving and organizational development to a successful team. Seeking to optimize company performance and employee relations by leveraging expertise in recruitment and policy guidance. Aiming to apply sharp interpersonal skills to drive progress and create a positive employee experience.

WORK EXPERIENCE

Quality analyst

Jan 2023 - feb 2024

SBL KNOWLEDGE PVT LTD

- Analyzed over 1 million data points using index entry and Python, identifying key trends and patterns, which improved data-driven decision-making by 30%.
- Improved general HR database accuracy and data security by updating 10,000+ records through an automated system.
- Coordinated the tasks for onboarding for over 50 new employees, reducing the process by 40%.

Project in statistics

Mar 2019- june 2020

Statistical study on the basic economic structure of byproducts of cashew apple

- Used Kruskal-Wallis test for the comparison of variable among the byproducts of cashew

Volunteering

Mar 2021- june 2022

- Sos children's villages of India
- NSS VOLUNTEER

TECHNICAL SKILLS

- | | | |
|----------|---------------|-------------|
| • Python | • R language | • Ms office |
| • Html | • Webdesiging | • Ms Excel |

EDUCATION

Masters in business administration

July 2022 - July 2024

Indra Gandhi Open University New Delhi

- Specialization in Human Resource management

Bachelor of Science in statistics

June 2016 - march 2019

University of Calicut

- Relevant coursework in Mathematics and Programming languages.

Advanced diploma in data analysis

June 2017- march 2018

STRENGTH

- | | | |
|---|---|---|
| • Analytical Thinking
Used data analysis to
reduce operational risks
by 17% during my project. | • Teamwork and Collaboration
Coordinated project tasks
Conducted comprehensive
Project analyses. | • Problem solving
Assisted in developing risk
adjustment models that
improved prediction accuracy. |
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ADDITIONAL INFORMATION

- Certifications: Python and Webdesiging.
- Languages: English, Malayalam, Hindi, Tamil
- Passion: Multitasking and Organization, Conflict Resolution and Mediation