



KAVYALAKSHMI

Email ID : kavyalaksmi85@gmail.com

Mobile No : +91 8590211960

CAREER OBJECTIVE

To build a career in a growing institution, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the institutional goal and climbing the career ladder through continuous learning and commitment.

ADDRESS

Kavungallachalil (H)
Peruvannamuzhi (Po)
Perambra (Via)
Kozhikode (Dt)
Kerala, India - 673 528

SKILLS

- ❖ Have excellent verbal & written communication skill
- ❖ Knowledge in human resource policies, procedures and acts
- ❖ Excellent leadership skill with ability to lead teams
- ❖ Sound knowledge in the hiring process

COMPUTER PROFICIENCY

- Ms Excel

LANGUAGE PROFICIENCY

- English
- Malayalam

INTERNSHIP

- Seven months experience on HR in Walkaroo International Pvt. Ltd.

EDUCATIONAL QUALIFICATION

- **MBA**
Human Resource Management
Finance
Calicut University
- **BBA**
Finance
Calicut University
- **PLUS TWO** Commerce
Kerala Higher Secondary Board
- **SSLC**
Kerala State Board

PERSONAL PROFILE

Date of Birth : 10.03.2001
Gender : Female
Nationality : Indian
Marital Status : Unmarried

DECLARATION

I hereby certify that the above details are true and accurate to the best of my knowledge.

Place : Perambra

KAVYALAKSHMI