

# Aswini PV

## Human Resource

I'm a dedicated student keen on crafting winning strategies for boosting organizational efficiency, using data analysis to inform HR decisions. With strong communication skills, I prioritize employee development and retention through best practices.



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Kannur, India

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## EDUCATION

### Master of Business Administration

Department of Management Studies, Kannur University

07/2022 - 07/2024

65%

### Bachelor of Commerce in Computer Application

Mahatma Gandhi Arts & Science College, Kannur University

07/2019 - 06/2022

76%

### 12th HSC

Daniel Thomas Matriculation Higher Secondary School

05/2019

81%

## WORK EXPERIENCE

### Accounts and HR

KTDC Raindrops Business Hotel, Chennai

04/2024 - 05/2024

#### Tasks

- Implement digital systems to monitor employee Attendance
- Use attendance management software to generate reports on employee attendance patterns
- Maintain confidentiality of employee compensation and personal information
- Ensure payroll data is secure and only accessible to authorized personnel

### Human Resource Internship

Ambattur Fashion India Private Limited, Chennai

05/2023 - 06/2023

#### Tasks

- Created and updated tracking spreadsheets using MS Excel
- Filed paperwork, sorted, maintaining office organization and delivered mail
- Developed strong written and verbal communication skills
- Updated and maintained employee records to respond quickly to requests for information

### Elance campus Ambassador

Elance Learning Provider Private Limited, Kozhikode

04/2022 - 06/2022

#### Tasks

- Managed media relations for organizations to produce successful results
- Utilized websites and social media to promote campus life, events and opportunities
- Used various social media platforms for media and blogger outreach
- Paid attention to detail while completing assignments

## SKILLS

Communication

Data management

Talent acquisition

Work Complaint Handling

File Management

Adaptability and Flexibility

## PROJECTS

A Study on Relationship between Employee Engagement and Performance at KTDC LTD, Chennai

- Identified key engagement drivers that significantly impact employee performance
- Designed and distributed surveys and utilized statistical tool to analyze data and interpret results.

A Study on Management of Personal Finance among College Students

- Worked with a team of 3
- Certifications Prepared Questionnaire to interview Students at our Campus
- Analyzed the Data and Created a report detailing about Prons and Cons of the Students
- Managing Personal finance

## PERSONALITY TRAITS

Team Work

Self-Motivated

Easily Adaptable to New Environment

## CERTIFICATES

HR Training Course (02/2023)

Practical training in different domains of HR including recruiting, generalist and payroll, HR analytics and talent acquisition and MS excel

## LANGUAGES

English



Tamil



Malayalam



Hindi



## INTERESTS

Reading Books

Listening to Music

Dancing