

# GANGA LAKSHMI . M

HR trainee

## CONTACT

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## SKILLS

### ▪ Soft skills

Communication

Decision making

Leadership

Conflict Resolution

Team work

Adaptability

### ▪ Hard skill

MS Word

MS Excel

## LANGUAGE

English

Malayalam

Hindi

Tamil

## PROFILE

Hardworking and passionate HR Management graduate with strong organizational skill eager to secure entry- level position in Human Resource Management to carry out various responsibilities in functional areas such as recruitment, policy implementation, and employee relation.

## EDUCATION

- MSW with 7.74 CGPA in Human Resource Management from DKMKGIFPGSR, Karaikal, Pondicherry University, 2021-2023.
- BSc. Botany with 7.09 CGPA from Mahatma Gandhi Govt. Arts Collage, Mahe, Pondicherry University , 2018-2021.
- HSE 88.5 % from Iringannur higher secondary school, Iringannur, 2016-2018.

## INTERNSHIP AND FIELD WORK TRAINING

- Internship at **Sodexo India Pvt. Ltd.** , Chennai in **HR department** from 22<sup>nd</sup> March 2023 to 10<sup>th</sup> April 2023.
- Field work training at **Office of the labour officer, Labour department , Karaikal** from 19<sup>th</sup> April 2023 to 23<sup>rd</sup> May 2023.
- Field work training at **GAIL (India) Limited , Karaikal** from 9<sup>th</sup> November 2022 to 21<sup>st</sup> December 2022, during the period prepared a project.

## PROJECT

- **“Employee motivation among factory workers of Dharmashala , Kannur district – An analysis”**
- **“A study of CSR initiatives in GAIL India Limited” at GAIL Cauvery Basin.**