



## KAVYALAKSHMI

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### 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.

### 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**

### 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