

Theertha Kp

HR ASPIRANT

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Objective

Dedicated and results-oriented professional seeking a Junior Human Resource Executive role to leverage academic knowledge and internship experience in human resources. Aiming to contribute to organizational success by applying strong interpersonal skills, a solid understanding of HR practices, and a commitment to fostering a positive workplace culture. Eager to learn and grow within a dynamic HR team while actively supporting employee engagement, talent acquisition, and HR operations.

Skills

- **Technical Skills:** SPSS TORA PowerPoint Microsoft Excel Microsoft Word Tally ERP 9
- **Soft Skills:** Communication Empathy Conflict Resolution Team Work Time Management Initiating Problem Solving Adaptability Active Listening

EMPLOYABILITY SKILL

- Digital Literacy
- Professionalism
- Positivity
- Interpersonal skills
- Critical thinking
- Quick Learner

Education

Course / Degree	School / University	Grade / Score	Year
Master Of Business Administration (MBA)- Human Resource and Finance	Anna university	Pursuing - KV Institute Of Management And Information Studies (till third semester 78%)	2022-2024
Bcom finance	Calicut university	70%	2019-2022
HSC (Commerce)	Ramavilasam Higher Secondary School	88%	2018-2019
SSLC	Ramavilasam Higher Secondary School	95%	2016-2017

Certification

- Completed ASAP Certification in Data Entry and Communication (2018-2019), enhancing my proficiency in data management and effective communication skills.
- Completed Excel Basics Course at KV Institute of Management and Information Studies, gaining foundational skills in data analysis and spreadsheet management.
- Completed Advanced Excel Course at KV Institute of Management and Information Studies, acquiring advanced skills in data analysis, complex formulas, and spreadsheet automation.
- Completed my certification course in Trends in HRM.

INTERNSHIP AND TRAINING

- Attended 15 days of Internship training in Telicherry Co- operative Hospital as HR Intern.
- Worked for Ozwal Tiles in handling customers in industrial Expo-Codissia 2023 as a Marketing Executive.
- Attended 15 days of AIMA BIZLAB Summer Internship training program in KV Institute of Management and Information Studies Coimbatore.

Projects

- **A study on the perception of audience towards television advertising**
I did the study on the perception of audience in the year 2022
- **A study on the financial performance of ICICI bank**
I did the project on the financial performance of ICICI bank on the year 2022
- **AIMA BIZLAB Summer Internship**
Completed AIMA BIZLAB Summer Internship report for 15 days program conducted by KV Institute of Management and Information Studies Coimbatore.
- **INTERNSHIP TRAINING REPORT**
Completed my Internship training report held for the period of 15 days in Telicherry Co-operative Hospital.
- **A study on performance effectiveness analysis**
I am currently doing a project on analysis of performance effectiveness.

Languages

- English
- Malayalam
- Tamil
- Hindi

Reference

- Meicin Charlie - KVIMIS, Coimbatore
Placement Director and Assistant Professor
meicincharlie@kvimis.co.in
8870638222

Declaration

- I affirm the authenticity of the information presented in this resume, showcasing my skills and achievements with enthusiasm and dedication.



THEERTHA KP