

BABISHA M

Human Resource Management

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SUMMARY

Having completed my undergraduate studies in Civil Engineering and earning an MBA in Human Resource Management driven human resources specialist with a passion for being an enthusiastic team player and committed support specialist. adept at managing current staff members as well as helping with hiring new ones. overseeing community outreach and employee initiatives, and committed to advancing the company's vision.

EDUCATION

Masters of Business Administration

Hindusthan College of Arts and Science
Coimbatore, 2022 - 2024, completed

Bachelor of Civil Engineering

Rohini College of Engineering and Technology
Kanyakumari, 2018-2022 with CGPA 7.74

Providence higher secondary school

Passed in 2018 with 64.67%

St Antony's High school

Passed in 2016 with 91%

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

CERTIFICATIONS

- Talent acquisition and management
- Strategic sourcing
- Computer Aided Building Drawing

LANGUAGE

- Tamil
- English
- Malayalam

PROFESSIONAL EXPERIENCE

Human Resources Internship

Vanmoh chit funds private limited | feb - apr 2024

- Gain exposure to diversity and inclusion initiatives within the workplace, promoting a culture of equality and respect.
- Gain practical experience in employee relations, including conflict resolution, disciplinary actions, and fostering a positive work environment.
- Handle confidential information and documents with discretion and maintain their proper organization.

Project cum Internship

- A Study into the management of employee Grievances in an organization with reference to Kaizen Secure Voiz Private Limited, Chennai.

PROJECTS

Global Immersion Programme

- International Conference on "Sustainability Management"
Conducted by AIMST University Malaysia.

Rural Innovation Project

- Conducted a survey in the village community to evaluate awareness and understanding of government schemes, yielding insights for targeted improvement and enhanced participation

Civil Engineering Project

Experimental study on concrete with partial replacement of ordinary coarse aggregate by recycled coarse aggregate |Mar- 2022

- The partial replacement of natural coarse aggregate with Recycled Concrete Aggregate.
- To Eliminate the expense of aggregate material imports and exports.