

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 Pros 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