

MALAVIKAA V.C

Aspiring MBA candidate with a passion for HR and finance, poised to leverage leadership, problem-solving, and communication skills to excel in internship opportunities.

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EDUCATION

Degree/Grade	Institution	Score
MBA	PRIST University (Thanjavur)	Aug 2023 - Present
The Bachelor of Commerce Professional Accounting (B.Com PA)	Bishop Heber College (Trichy)	7.96/10% (2021)
HSC	Laurel Higher Secondary School (Pattukkottai)	75.4% (2018)
SSLC	Pattukkottai Alagiri Matriculation Higher Secondary School (Papanasam)	87.8% (2016)

EXPERIENCE

- Proficiency in using social media and job boards for candidate sourcing.
- Assist in screening resumes and shortlisting candidates for interviews across various domains (e.g., MERN Developer, Full stack Development, Backend Developer, Manual Testing).
- Schedule interviews for senior HR staff.
- Support the HR team in day-to-day tasks and projects.
- Excellent knowledge of using Microsoft Excel.
- Knowledge of basic HR principles and practices.

SKILLS

HR Support
Human Resource Management
Interviewing
Interpersonal skills
Recruitment and Selection
Employee Relations
Performance Management
Problem-Solving
Communication

INTERNSHIP

1. Human Resource, [SYSVEDA INFOMATION TECH PVT LTD]

JUNE - JULY (2024)

- Recruitment and Selection,
- Onboarding Process.

2. Human Resource, [INTEGRA SOFTWARE SERVICES PVT LTD]

JULY - AUGUST (2024)

- Recruitment and Selection.

LANGUAGES

English (Fluent)
Tamil (Native)

