

# RAGAVENDRAN V

## FRESHER

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### EXECUTIVE SUMMARY

Results-driven MBA graduate with expertise in financial analysis, Excel, Tally, and strong team collaboration skills. Proficient in data analysis, problem-solving, and strategic planning. Eager to leverage analytical and business acumen to drive growth, innovation, and success in a challenging management role

### TOOLS AND TECHNOLOGIES

- **Data analytics:** Excel
- **Project management:** Microsoft project

### SOFT SKILLS

- Strategic planning
- Adaptability
- Problem-solving
- Project management

### INTERNSHIP

- Hya Tech pvt.ltd****Feb 2025 - Apr 2025**
- **Scheduling Interviews:** Coordinating interview schedules with candidates and hiring managers. .
  - **Updating Employee Records:** Maintaining accurate and up-to-date employee information in databases and files.
  - **Filing HR Documents:** Organizing and managing physical and digital HR documents.

### PROJECT

- Hya Tech pvt.ltd-Employee well being and mental health of employees**
- **Provide Training:**Educate managers on recognizing signs of mental health issues and how to respond appropriately.
  - **Offer Employee Assistance Programs (EAPs):**provide access to confidential counseling and support services for employees dealing with mental health

### EDUCATION

- MASTER OF BUSINESS ADMINISTRATION****Jun 2023- May 2025**
- Anna university
  - Percentage - 85•/•
- Bachelor of Arts.****Jun 2016 - Mar 2019**
- Government Arts and science College Dharmapuri
  - Percentage - 70•/•

### LANGUAGES

- English
- Tamil
- Kannada