

# RESUME

**CHANDANA.P**

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## CAREER OBJECTIVE

As a beginner in the field of HR, I would like to utilize my skill, knowledge and professional approach in this field, and looking to join a progressive organization as a Human Resource Professional to provide high end administrative support in the human resource department.

## WORK EXPERIENCE

**Assistant HR Intern** – At Cyber Kings India, Kerala (April 2021- October 2021)

- Resume Screening and Taking Interviews
- Performance Report Preparation
- Managing Team Members and Interns
- Support HR Services and Operational Plans Preparation
- Conduct Induction Programs
- Edit Contents and Posted on blog

## ACADEMIC PROFILE

- **MBA - Human Resource Management and Marketing Management** (KMCT School of Business -APJ Abdul Kalam Technological University-2020)
- **B.Com- Finance** :(Calicut University)
- **Plus Two** :(Kerala HSE Board)

## PERSONAL QUALITIES

- Leadership skill
- Motivational skill
- Active Listener
- Management skill

## SUMMER INTERNSHIP

- **Company Name** : Uniroyal Marine Exports Ltd, Vengalam  
**Project Title** : A study on Work - Life Balance of Employees With special reference to Uniroyal Marine Exports Ltd, Vengalam.  
**Period** : 14 days
- **Company Name** : Kerala soaps, Calicut  
**Project Title** : A study on employee welfare measures With Special reference to Kerala soaps, Calicut.  
**Period**: 45 days
- **Company Name** : Big Bazaar, Calicut.  
**Project Title** : A study on Employee Satisfaction with Special reference to Big Bazaar, Calicut.  
**Period** : 21 days.

## ACHIVEMENTS

- Won First prize for Best Management Team conducted by Sree Gokulam Arts and Science College, Balussery.
- Won First prize for Best Marketing Team conducted By MES College of Engineering, Kuttippuram.
- Won First Prize for Treasure Hunt conducted by St. Josephs College, Devagiri.
- Won First Prize for group product development conducted by KMCT School of Business

## EXTRA CURICULAR ACTIVITIES

- Organized a National level management meet (ESPERANZA 2020 at KMCT School of Business )
- Participated in National level management meet conducted by (Monti International Institute of Management Studies.)
- Participated in National level management meet conducted by (DCSMAT, Vagamon.)

## LANGUAGES KNOWN

- ❖ English, Malayalam , Hindi, Tamil

## REFERENCE