



PRAVITHA M

MBA HR & Finance

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<http://www.linkedin.com/in/pravitha-m>

ADDRESS

Mundukattil House, Nelloya Post,
Cherpulassery, Palakkad,

Pin 679335

SKILLS

- Positive attitude towards every aspect and broad minded.
- Hardworking adaptable and self-motivated.
- Good analytical and problem-solving skills
- Enjoys encouraging development of other to achieve Specific team goals.

SOFTWARE SKILLS

- Application: Tally, Microsoft office
- Operating systems: Microsoft Windows version

➤ PROFILE

Working as an HR Intern at totHR Solutions, Kochi. MBA graduate specialized in HR and Finance. To be associated with an organization, which provides career growth with an objective to accept the challenges and work hard towards achieving the goals of the company.

➤ EXPERIENCE

VacanciesHUB HRM Solutions Pvt Ltd, Kochi

HR Intern

Sep 2021 - Present

- Posting job requirements and sourcing candidates through job portals, social platforms and other relevant resources
- Screening candidates resumes and job applications
- Contact candidates as per requirements and collect details
- Sending interview call letters and ensuring the candidates attend the interview on time
- Understanding salary fitment and taking care of salary negotiations
- Following up with the candidate till joining
- Manage candidates database
- Create a client database and contact them to find new requirements

➤ EDUCATION

School of Management Studies, Calicut

University of Calicut

Master of Business Administration

2020

M.P.M.M.S.N. Trust College, Shoranur

Bachelor of Business Administration

2018

Chalavara Higher Secondary School, Palakkad.

Board of Higher Secondary

2015

Vallapuzha Higher Secondary School, Palakkad

Board of Public Examination

2013

LANGUAGE COMPETENCY

English	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Malayalam	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>
Hindi	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

PERSONAL DETAILS

Date of Birth	: 14/05/1998
Gender	: Female
Marital Status	: Single
Nationality	: Indian

REFERENCE

Available on request

➤ PROJECTS

- Customer satisfaction towards Supplyco in three different areas.
- Quality of work life and employee satisfaction at Malabar cements limited.

➤ CERTIFICATIONS

- Certificates for the programme in **National Service Scheme**.
- Participated in **Vayomithram** Project by Kerala Social Security Mission.
- Certificate in **Professional Diploma in Hotel Management & Catering**.
- Participated in **Shaping Young Minds (SYMP)** conducted by AIMA.
- Participated in **National level Management Fest**.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

PRAVITHA.M