

# ATHIRA K

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With a management degree from Calicut university and an internship experience at a government firm. I have developed solid leadership and management skills, seeking a management position to bring forth innovative ideas, analytical approach along with superior product knowledge and organizational abilities.

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## Educational Background

**Master of Business  
Administration ( 2018-2020)**  
**HR and FINANCE**  
University of Calicut

**Bachelor of Business  
Administration (2015-2018)**  
University of Calicut

**Higher secondary (2013-2015)**  
Commerce

## Skills

- ◆ micro soft office
- ◆ Interpersonal communication skills
- ◆ leadership
- ◆ communication
- ◆ analytical skill

## Work Experience

**HR Executive**  
**Awake Homes Builders and Developers Calicut**  
April 2021 to April 2022

- *Participating in recruitment process, posting job ads*
- *Organizing resumes and job applications*
- *Scheduling job interviews and conducting interviews*
- *Monitors the status of employees on leaves of absence*
- *Processing payroll*
- *Maintain current HR files documents*
- *Social media handling*

## Certification

- ◆ participated in Shaping Young Minds (SYMP) conducted by AIMA
- ◆ participated in National Level Management Meet
- ◆ participated in workshop on 'Foundation Programmed in Capital Market' conducted by Hedge school of applied economics Kochi
- ◆ Participated in national services

## PROJECT

A study impact of labor welfare measures at mental industry limited shornur ( MBA)

A study on women empowerment on MNREGP with reference to vaniyankulam panchayat (BBA)