

# PRIYANKA FRANKLIN



+91 9567605278

priyankafranklin345@gmail.com

Bangalore, Karnataka

20th October 1998

## SKILLS

- Interpersonal skills
- Active listening
- Hospitality
- Adaptability
- Attention to detail
- Empathy
- Teamwork
- Communication skills
- Problem solving
- Time management

## EDUCATION

### MA CINEMA AND TELEVISION

Sacred Heart College, Thevara  
MG University, Kerala

September 2020 - July 2022

### BSC PSYCHOLOGY

Christ College, Irinjalakuda  
Calicut University, Kerala

June 2017 - April 2020

## EXPERIENCE

### HR EXECUTIVE AND ADMISSION PROCESS ASSOCIATE

New - Lyf Overseas Education Consultancy (A unit of Mevolve healthcare)  
March 2023 - Present

- Manage end-to-end admissions, ensuring accurate document collection and processing.
- Evaluate applicant qualifications for admission eligibility.
- Organize, track, and update applicants on their admission status.
- Maintain applicant records in compliance with privacy regulations.
- Arrange admission interviews, tests, and assessments.
- AdGuide applicants, explain requirements, and assist with applications.
- Stay updated on policies and ensure compliance with standards.
- Developed and updated HR policies and procedures.
- Maintained employee records and confidential HR data.
- Coordinated training programs to enhance employee skills and performance.
- Payroll management
- Recruiting candidates to fulfill organisation requirements.

### ASSISTANT DIRECTOR - PALAMA (FILM)

Na.Sym Collective (Kerala)

December 2022 - October 2023

- Researched and selected engaging article topics.
- Translated articles from Malayalam to English accurately.
- Decided magazine content and researched compelling topics.
- Edited and proofread articles for errors.
- Reviewed photos, resumes, and scripts, and managed casting budgets.
- Generated casting reports and liaised with talent agencies.
- Negotiated contracts with agents.
- Organized team workflows efficiently.
- Ensured compliance with company policies and objectives.