



CURRICULUM VITAE

KAVYA JAYAKUMAR

CONTACT

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PERSONAL DEATAILS

Date of birth : 14-08-1996
Gender : Female
Nationality : Indian
Marital Status : Married
Languages known : English
Malayalam & Kannada

CAREER OBJECTIVE

To pursue a career in a company of repute where my skills and knowledge can be utilized, to be able to fulfil my goals and objectives in life, which include excellence and value addition to my career through dedicated work, creativity , perseverance and team work. Looking job for HR department.

EDUCATIONAL PROFILE

- 10th Popular English Medium School, Mangalore- 2013
- 12th SNS College Mangalore- 2015
- BA LLB SDM Law College , Mangalore -2020
- Post Graduate Diploma in Human Resource Management at School of Social Work Roshini , Managlore- 2018

INTERNSHIP EXPERIENCE

- Aster Medicity Kochi (3 months) Observership in HR Department
- KIOCL Iron Making Mining, Company visit
- Mangalore Chemicals & Fertilizers Limited, Company visit
- Plant –Tech Industrial Services Limited, Company visit
- Adv. Jackson Mathew (for a period of 3 months)
- Adv Manu Srinath, Kerala High Court

PROFESSIONAL STRENGTH

- Leadership
- Hard working
- Flexibility and Adaptability
- Positive Attitude

SOFTWARE SKILLS

- Basics of IT
- MS Windows
- MS –Word
- MS- Excel
- MS – PowerPoint
- MS – Access Objective
- MS- Access Practical
- Tally ERP 9
- Internet & HTML
- Presentation

DECLARATION

I hereby confirm that all the above furnished details are genuine and true to the best of my knowledge and belief.

KAVYA JAYAKUMAR