

KIRUTHIKA R

Master of Business Administration

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Career Objective

Motivated MBA (HR) candidate seeking a dynamic role in Human Resources to contribute to talent acquisition, employee engagement, and organizational development. Committed to supporting HR initiatives that enhance employee experience and business outcomes while continuously developing my professional skills.

Academic Qualification

Degree/Course	Institute Name	Board/University	Percentage	Year of Passing
MBA HR & Finance	Excel Engineering College.	Anna University	80%	Expected 2025
B.Com (Computer Applications)	Vijaya Vidyalaya Arts and Science Women's College	Periyar University	82%	2022
12 th	Avvaiyar Govt Hr Sec School.	State Board	70%	2019
10 th	Avvaiyar Govt Hr Sec School.	State Board	61%	2017

Internships

❖ Completed Internship in **Sakthi Builders**, Hosur

Intern – 1 month

- Assisting with day-to-day departmental tasks
- Gained exposure to basic HR workflows and team coordination.
- Supported candidate screening and document management.

❖ Completed Internship in **Data Field India Private Limited**, Coimbatore

HR Intern – 3 months • Jan 2025 – Apr 2025

- ♦ Supported recruitment life cycle: job postings, screening, and interviews (5+ hires).
- ♦ Handled employee documentation and ensured compliance with labor regulations.
- ♦ Contributed to employee engagement and retention planning.
- ♦ Assisted in administrative tasks improving HR efficiency by 10%.

❖ Completed Internship in **MG Kovai, Auto Private Limited**, Coimbatore

HR Intern – 1 month • Apr 2025 – May 2025

- ♦ Gained practical exposure to **Employees' State Insurance (ESI)** and **Provident Fund (PF)** procedures, including registration, contribution calculations, and compliance.
- ♦ Assisted in maintaining statutory records and supported monthly ESI & PF filing processes.
- ♦ Maintained employee database and HR records systematically.

Academic Project

Title: Study on Improving Employee Retention through Effective HR Practices

Duration: Jan 2025 – Apr 2025

Summary: Focused on enhancing employee retention by analyzing key HR practices including training and development, performance appraisal systems, employee engagement initiatives, and career growth planning. Evaluated existing HR processes at Data Filed India Pvt. Ltd. to identify gaps impacting retention. Proposed actionable strategies to improve employee satisfaction, reduce turnover, and foster long-term organizational commitment.

Technical Skills

- ❖ HRM Software (Basic)
- ❖ ESI & PF Procedures
- ❖ MS Excel & Word
- ❖ Tally

Soft Skills

- ❖ Strong leadership and decision-making abilities
- ❖ Efficient time and task management
- ❖ Sharp problem-solving mindset
- ❖ Flexible and quick to adapt in dynamic settings
- ❖ Collaborative team player with excellent communication

Certifications & Workshops

- ❖ HR Management – Great Learning
- ❖ Webinar: AI in Business
- ❖ Workshop: Build Your Own Generative AI Model
- ❖ HR Skills – Tareeqa Global Solutions
- ❖ Entrepreneurship Awareness Camp (2 Days)
- ❖ IGEN Member – Institution of Green Engineers
- ❖ 1st Prize – Painting Contest, Excel Engineering College (2023)
- ❖ 2nd Prize – South India Karate Championship (2015)
- ❖ Leadership Award – College Event Organizer (2022)

Personal Information

Date of Birth : 10 March 2002
Father's Name : Ramamoorthy S
Mother's Name : Anjali R
Marital Status : Unmarried
Nationality : Indian
Language Known : Tamil , English , Kannada

Declaration

I solemnly declare that the information in the resume is true to the best of my knowledge and belief

Date

Place