

SWORNA MUGHI P

MBA , HR professional



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ABOUT ME

A dedicated and detail-oriented HR professional with hands-on experience in human resources through an internship at MechPro Technologies. Proficient in HR operations, data management, and administrative support, with a keen interest in optimizing workplace efficiency. Successfully conducted a project at Ecom Express on bridging the generational gap in the workplace. Passionate about fostering employee engagement, streamlining HR processes, and leveraging data-driven insights to support organizational growth.

EDUCATION

Master of Business Administration

- Karpagam Academy of Higher Education
- 2023 – 2025
- HR and MARKETING

Bachelor of Arts English Literature

- Sri Paramakalyani College
- 2020 – 2023

Inter personal skill

- Teamwork
- Social Skills
- Flexibility

Languages

- English
- Tamil

Hobbies

- Watching Documentary
- Listen to Music

INTERNSHIP

MECHPRO TECHNOLOGIES

Sept 2024 - 30 days

- Completed a Human Resources internship at MechPro Technologies, gaining hands-on experience in HR operations, employee data management, and administrative support. Assisted in recruitment processes, data entry, and documentation, ensuring accuracy and compliance with company policies. Developed strong organizational and communication skills while collaborating with HR professionals to enhance workplace efficiency.

PROJECT

ECOM EXPRESS

Jan 2025 - 50 days

- Study of traditional versus modern workplace that bridging generation gap
- Conducted an in-depth study on the differences between traditional and modern workplaces, focusing on how organizations can bridge the generational gap. Analyzed workplace culture, communication styles, and technological adoption across different age groups.

ADDITIONAL INFORMATION

Technical Skills:

- Power Bi
- SPSS
- Excel(VLOOKUP,PIVOT TABLES,DATA VALIDATION)

Certification

- Presented paper on “ INNOVATIVE HR STRATEGIES ”in Karpagam Academy of Higher Education.
- Completed” PRODUCT AND BRAND MARKETING “ in NPTEL with 60%