**Resume**

Dhivya Janani K

E-mail: [djanu13@gmail.com](mailto:djanu13@gmail.com)

Ph. No: 8681029441

**Career Objective:**

To pursue a challenging career by taking up highest permissible responsibilities & work towards achieving the best for organization in most efficient way by utilizing my knowledge, skill & insight.

**Experience summary:**

* 4 years of experience in **Market Research** domain as a Data Analyst.
* 2 Years of experience in HR.

**Employer Name:** TATA Consultancy Service

**Designation:** Data Analyst

**Period:** 23rdOct’14 to 12th Oct'18

**Current Company**: SPT CONSULTANCY SERVICE'S

**Designation**: HR Manager

**Period**: 23rd Oct'18 to 30th Sep'20

**Roles and Responsibilities:**

* Maintaining end to end Business reports and accounts in office
* Recruiting, screening, interviewing and placing workers
* Handling employee relations, payroll, benefits, and training
* Direct and coordinate the administrative functions of an organization
* Communicating with clients to understand their requirements
* Preparing costing reports for client projects
* Supporting research technicians by clarifying questions and procedures
* Collecting data with formulated excels and reports
* Making presentations to clients to explain results
* Explaining the process in detail and allocating tasks to the team members
* Training new team members to understand the concept and workflow of process

**Key Skills:**

* MS Excel, Word & Power Point
* Attention to minute details
* Good communication skills

**Highlights:**

* Received **Best Performer & BPS Topaz Go Getter Award** for the year 2017
* Received **Star Performer** award for the year 2017 & 2018
* Received **Service & Commitment Award** 2017 - 2018
* Always secured top ratings in performance appraisals

Academic Profile:

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| --- | --- | --- | --- |
| **Degree** | **Specialization** | **Year** | **Board/University** |
| **MBA** | Human Resource | 2017 | University of Madras |
| **BBA** | General | 2014 | Bharathidasan University |
| **HSLC** | Computer Science | 2011 | Matriculation Board (TN) |
| **SSLC** | - | 2009 | Matriculation Board (TN) |

Personal Profile:

Name : Dhivya Janani K

Father Name : Karunanithi M

Date of Birth : 13-03-1994

Sex : Female

Marital Status : Single

Languages Known : English and Tamil

Address : No 21/31, 2nd Street,

Loganathan Nagar,

West Choolaimedu, Chennai – 600094.

Declaration

I hereby declare that above furnished details are true to best of my knowledge.

Place: Chennai Regards,

Date: