

# CHANDANA R

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Location: Doddakallasandra ,Bangalore 560062

## Profile Summary

MBA Graduate in HR & Marketing with internship experience in administrative and HR operations. Strong skills in communication, time management, and people engagement. Certified in HR Analytics, Digital Marketing, and Foreign Trade. Keen to contribute innovative HR and marketing strategies to organizational growth.

## Key Skills

- Effective Communication & Interpersonal Skills
- Conflict Resolution & Employee Engagement
- HR Analytics & Power BI
- Digital Marketing & Research Strategies

## Education

MBA (HR & Marketing) – GSSSIETW (VTU University), 2024

BBA – JSS College for Women (Autonomous), 2022

PUC – JSS PUC College for Women, 2019

SSLC – Sri Vivekananda School, 2017

## Experience

### 1 Year Experience in HR Executive - Aditya Birla Capital

#### Roles & Responsibility

- Recruitment and on boarding
- Payroll processing
- Performance management
- Training & Development
- Employee Relations

**Intern** – Administrative Support, Ramakrishna Hospital, Mysuru | Oct 2023 – Nov 2023

- Provided support to multiple departments ensuring smooth daily operations.
- Assisted leadership in documentation, scheduling, and HR-related tasks.
- Developed practical knowledge in hospital administration and HR functions.

#### Projects

Leadership Development Program in the Manufacturing Sector – Researched and analyzed leadership practices, development strategies, and employee engagement models.

#### Certifications

- HR Analytics & Power BI – SDMIMD
- Digital Marketing Strategies with Advanced Research Methods
- Certificate in Foreign Trade
- Administrative Management in Human Resources (Internship – Ramakrishna Hospital)

## Languages

- English – Fluent
- Kannada – Fluent

## Interests

- Reading Books
- Listening to Music