



# SANDRA VIDHU

## MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE)

### ABOUT ME

Recent Post Graduate with a Master of Business Administration in HR and able to deliver the best possible results.

### PERSONAL INFORMATION

- Date of Birth: Oct 05 1996
- Marital Status: Married
- Nationality: Indian
- Visa : Family Visa

### LANGUAGES

- English - Speak, Read, Write
- Malayalam - Speak, Read, Write
- Hindi - Read, Write

### TECHNICAL SKILLS

- Tally
- Expertise in MS Office
- Very much familiar with Windows

### INTERESTS



### CONTACT

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### OBJECTIVE

To pursue a demanding HR role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potential are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skill and gaining maximum knowledge during my tenure to contribute to the growth of the firm

### EXPERIENCE

**8 MONTHS EXPERIENCE AS A ADMIN CUM ACCOUNTS MANAGER IN  
FLASH STAR TECHNICAL SERVICES. LLC**

Specific duties include preparing quotations, Preparing invoices and receipts, recording and retrieving financial entries, preparation of tax statement

**5 MONTHS EXPERIENCE AS A FINANCIAL ASSISTANT CUM OFFICE ADMINISTRATOR  
IN SUNIL & ASSOCIATES**

Specific duties include recording and retrieving financial entries from the financial database, preparing invoices and receipts, maintaining the payroll, running reports and performing other routine accounting activities along with processing payment.

### EDUCATION

- MBA – Human Resource Management – Chinmaya Institute of Management and Technology - 2019 - 67%
- Bachelor of Business Administration – Sri C Achutha Menon Govt College Thrissur – 2017 – 71%
- +2 Commerce - St.Raphel's C.G Higher Secondary School 2014 – 89%

### PROJECT PRESENTATIONS

- Successfully completed the Main project," A STUDY ON QUALITY OF WORK LIFE WITH SPECIAL REFERENCE TO STEEL INDUSTRIALS LIMITED KERALA" in MBA  
*3 Months*
- Successfully completed the Main project "A STUDY ON PERCEPTION OF SALARIED PEOPLE TOWARDS INVESTMENT" in BBA  
*3 Months*

### DECLARATION

I do here by declare that all the above information are true and best of my.

**Sandra**