

# PALLAVI K J



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Butina, Sharjah

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## CAREER OBJECTIVE

To utilize my Knowledge, skills and competencies for the development of my career as a professional and also for the betterment of the organisation where I work.

## WORK EXPERIENCE

- Alva's College Mangalore** : Two years of job experience as HR assistant in  
**June 2018- July 2020** collaboration with the team of 4 people.  
**HR Assistant** Main responsibilities are faculty recruitments and  
Selections, placement training. Teaching students in HR &  
Marketing.
- KLE Society Bangalore** : Main responsibilities are scheduling HR activities and  
**August 2017- May 2018** teaching.  
**HR Specialist**

## EDUCATIONAL BACKGROUND

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|--|-----------|
| MBA (Human Resource and Marketing)                   | 2015-2017 |
| JKSHIM, Nitte, Visvesvaraya Technological University |           |
| CGPA: 8.11   |           |
| BA (HRD)   |           |
| Alva's College, Moodbidri, Mangalore University      | 2012-2015 |
| Result: 84.12%                                       |           |

PUC  
Shri Sharada Pre University College, Sullia  
Result: 86.87%  
2010-2012

SSLC  
Shri Sharada Higher Secondary school Sullia  
Result: 61.6%  
2009-2010

## PROJECTS AND TRAINING

**Title:** Internship Programme on HR Department in MRPL, Mangalore.

**Duration:** 2 months(2017)

**Aim of the project:** To understand the Training and Development Practices in the Company

**Title:** Management In Action at Hotel Foodicted, Nitte

**Duration:** 3 months (2016)

**Aim of the Project:** To increase the sales and profitability of the hotel.

**Title:** Industrial Project in Baikampady Industry

**Duration:** 2 months (2016)

**Aim of the Project:** To understand the entire process of industry and its marketing process

**Title:** A research project on level of stress experienced by MBA students at JKSHIM

**Duration:** 2 months (2016)

**Aim of the project:** To assess the stress management level of students in JKSHIM, Nitte.

**Title:** A group project on Training and Development in Dhanalakshmi cashew Exports. Pvt Ltd, Moodbidri

**Duration:** 1 month (2014)

**Aim of the project:** To understand the training methods and process in the company

**Title:** A Project on Workers participation in management in CAMPCO Ltd at Mangalore and Puttur

**Duration:** 2 months (2014)

**Aim of the project:** To find out the employee satisfaction level, efficiency of the company and workers participation in management

## SKILLS AND COMPETENCIES

- **Software skills :** MS Office
- **Behaviour competencies:** Team worker, Communication, Inter personal skills, Leadership, Time management

## CERTIFICATION

- 1<sup>st</sup> Rank Holder certificate from Mangalore University(UG)
- Employee competence and work environment and life skills training(2014)
- Certificate on Fundamentals of Information technology (2013)
- Certificate of Bharatanatyam Junior Grade
- Certificate on PERSONA Workshop on personality Development

## ACTIVITIES AND INTEREST

- Conducted training programme in Rural Marketing, Personal development
- Participated in state and district level dance competition
- Reading books

## PERSONAL DOSSIER

- Name : Pallavi K J
- Date of birth : 15-11-1994
- Sex : Female
- Marital status : Married
- Spouse Name : Pradeep N H
- Nationality : Indian
- Passport No : U1685438
- Contact No : +971561826121, +971565379290
- Visa Status : Visit visa

## LANGUAGES KNOWN

- Speak : English, Hindi, Malayalam, Kannada.
- Read & write : English, Hindi, Kannada.

I do hereby declare that the details furnished above are true to my best of knowledge and belief.

Place: Sharjah, UAE

Date: 04-SEPT-2020

Yours faithfully

Pallavi K J