ATHIRA SUNDAR

Highly motivated and detail-oriented MBA graduate seeking to secure an entry level position in a reputable organisation where I can apply my skills and knowledge and gain valuable industry experience and contribute to the growth of the company.

https://www.linkedin.com/in/athira-sundar-97286b221

Contact Details

athirasundar73@gmail.com
+91 6238573198

Personal Information

Passport number: W2229924
Nationality: Indian
DOB: 29/08/1998
Marital Status: Single
Languages: English, Hindi, Malayalam, Tamil

Technical skills

Microsoft Word
Microsoft Excel
Powerpoint

Education History

MBA Logistics and Healthcare
Bharathiar University
2022-2024

Ba English Literature
Kerala University
2017-2020

Skills

Communication Skills
Time Management
Leadership
Team Management
Adaptability
Critical Thinking
Problem Solving

Work Experience

All seasons Ayurvedic Resort (Internship)

HR Manager   June 2023-July 2023

Completed a 3-month internship at All Seasons Ayurvedic Resort at Kollam, gaining hands-on experience in:
- Assisted in recruitment process
- Coordinated employee onboarding and orientation programs
- Maintained employee records and updated HR databases
- Conducted employee engagement surveys and analysed results
- Supported benefits administration like health insurance, leave policies

Kimshealth

Housekeeping Supervisor   Jan 2022- July 2022

Results-driven and detail-oriented Housekeeping Supervisor with 3 months of experience in maintaining high levels of cleanliness, organization, and guest satisfaction in hospitality environments.
- Supervised and trained housekeeping staff
- Ensured quality standards and cleanliness protocols
- Managed inventory and supplies
- Coordinated with other departments

 -Personal Qualities:
- Strong work ethic and attention to detail
- Excellent problem-solving and communication skills
- Ability to work under pressure

Reference

Dr. Krishnadas
Asst. Professor, CMS AMT
phone: +91 9994611022