

GOWTHAM R

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About

Detail-oriented and goal-driven individual with a strong interest in **human resources, team coordination, and organizational development**. Skilled in **time management, adaptability, and effective communication**, with a passion for **continuous learning and professional growth**. Focused on contributing to **company success through collaboration, integrity, and a strong work ethics**.

Internship

MIONZI Corporate Service Pvt Ltd

Dec 2024 – Jan 2025

Human Resources Intern

Chennai, TamilNadu.

- Supported recruitment tasks like **screening** and **interview coordination**.
- Helped with **employee onboarding** and **HR documentation**.
- Built skills in **time management, teamwork, and communication**.

Education

Dr MGR Educational And Research Institute

Jul 2023 – Jun 2025

MBA – Human Resource Management — CGPA: 7.65

Maduravoyal, Chennai, Tamil Nadu - 600095.

Shree Chandraprabhu Jain College - University Of Madras

Jun 2020 – May 2023

B.Com - Bachelor of Commerce (General) — CGPA: 8.20

Minjur, Thiruvallur dist, Tamil Nadu - 601203.

St. Mary's Matric Hr. Sec. School - Gummidipoondi, Tamil Nadu - 601201

HSC - Higher Secondary School Certificate (12th) — Percentage: 60%

2020

Vivekananda Matric Hr. Sec. School - Elavur, Tamil Nadu - 601201

SSLC - Secondary School Leaving Certificate (10th) — Percentage: 72%

2018

Technical Skills/Tools

Soft Skills: Adaptability, Time Management, Quick Learning, Active Listening, Team Coordination.

Technical Skills: Basic Knowledge of Tally, Proficient in MS Office (Word, Excel, PowerPoint), Basic understanding of HR Processes and Documentation.

Languages: Tamil (Native), English (Fluent), Telugu (Fluent).

Projects

Team Building in Human Resource Department

- Conducted an in-depth study on the importance of **team building strategies in improving employee engagement, collaboration, and overall organizational performance**.
- Focused on methods to enhance **interpersonal communication, team dynamics, and workplace productivity** through HR-driven initiatives.

Certifications

Project Management

NPTEL — 8-week course

Feb – Apr 2025

- Completed a government-certified course focused on **project planning, execution, monitoring, and team coordination**.

Effective Verbal and Nonverbal Communication Skills

Udemy

July 25, 2025

- Gained practical knowledge in **professional communication**, including body language, **active listening**, and **presentation skills**.

Finance and Accounting Executive

Mazzarello Foundation Trust - (Supported by Tech Mahindra Foundation)

Sep, 2025

- Gained hands-on training in **basic accounting, financial reporting, Tally, and MS Office tools**. Gained practical knowledge in **professional communication**.