

SUSMITHA KANNAN

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SUMMARY

Dynamic MBA graduate with hands-on internship experience in HR coordination, IT placements, and accounting. Skilled in financial reporting, resume building, recruitment drives, and digital content creation.

WORK EXPERIENCE

Ramadoss & Co - Accountant May 2020 - Nov 2021

- Maintained ledger accounts and financial records using Tally for accurate tracking.
- Processed cheques, generated and maintained reports, brochures, and related documents.

VR4U Global - Research Analyst June 2024 - Mar 2025

- Generated data-driven insights based on client requirements.
- Provided actionable lead insights to support business decisions.

PROJECTS

A study on Training And Developement at Schneider Electric Pvt Ltd Feb 2020 - Mar 2020

A study on Customer satisfaction at ASK Technology Aug 2022

A study on Logistics and Supplychain Management at KPM Silk shops Feb 2023 - July 2023

INTERNSHIP

Zukun - Placement HR July 2025 - Dec 2025

- Coordinated 50+ IT placements through resume screening, interviews & WhatsApp/LinkedIn communications.
- Managed Excel databases & career guidance sessions, streamlining recruitment for 200+ students.

EDUCATION

Masters in Business Administration Nov 2021 - July 2023

- Dhanalakshmi Srinivasan college of Engineering and Technology

Bachelor of Business Administration July 2017 - June 2020

- Sri Sankara Arts & Science College

ADDITIONAL INFORMATION

- **Technical Skills:** MS Word, MS Excel, MS Powerpoint, Tally
- **Languages:** English, Tamil
- **Certifications:** Tally ERP 9