SHALU ALEX

MBA Graduate — Human Resource Management (Major) | Operations Management (Minor)

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PROFESSIONAL SUMMARY

MBA graduate (2024–2026) specializing in Human Resource Management with a minor in Operations Management, with internship experience in Human Resources (HR) and Operations. Skilled in employee documentation, recruitment and onboarding support, attendance and leave coordination, business analysis, and report writing. Completed a Major Project on production delays at Akay Natural Ingredients Private Limited, applying the Six Big Losses of Overall Equipment Effectiveness (OEE) framework to identify, quantify and prioritise delay factors and estimate their financial impact.

EDUCATION

Master of Business Administration (MBA) **2024–2026**

University Institute of Management, Adoor — University of Kerala

- Major: Human Resource Management | Minor: Operations Management
- Relevant coursework: Managing Human Resources, Organisational Behaviour, Strategic Management, Production & Operations Management, Business Analytics, Research Methodology, Talent Management

Bachelor of Commerce (B.Com), Computer Application **2020–2023**

University of Kerala, Kariavattom

Chartered Accountancy — Foundation (Business/Commerce) **2018–2019**

Indian Institute of Commerce (IIC) Lakshya

Higher Secondary Education (Class XII) **2018**

Netaji H.S.S, Pramadom

Secondary Education (Class X) **2016**

Mount Bethany E.H.S.S, Mylapra

INTERNSHIP EXPERIENCE

Operations Intern — Akay Natural Ingredients Private Limited, Elavumthitta **14 Aug – 14 Oct 2026**

Operations Department | MBA Major Project (60 days)

- Completed a Major MBA Project, “An Analysis of Production Delays and Their Contributing Factors,” within the Operations Department.
- Studied the extent and pattern of production delays by analysing setup times and actual batch cycle times against planned schedules.
- Identified, quantified and prioritised delay factors using the Six Big Losses of Overall Equipment Effectiveness (OEE) framework, and analysed the major root causes and process-related sources of delay.
- Estimated the financial impact of production delays and used Porter’s Five Forces and SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to support findings, conclusions and recommendations for improvement.

Human Resources Intern — Believers Church Medical Center, Konni **Oct–Dec 2025**

30 days, 3rd Semester

- Assisted the HR department of a 50-bed multi-specialty hospital with employee documentation, record maintenance, and day-to-day administrative support.
- Supported recruitment and onboarding activities, including organising candidate information and maintaining HR files.
- Coordinated attendance management, leave tracking, and employee communication while maintaining complete confidentiality.
- Prepared professional reports and maintained operational records; strengthened stakeholder management and business communication skills in a mission-driven environment.

CORE COMPETENCIES

Human Resource Management | Recruitment Support | Employee Documentation
Organisational Behaviour | Operations Management | Process Optimization
Strategic Planning | Business Analysis | Data Analysis
Stakeholder Management | Report Writing | Team Collaboration | Time Management

TECHNICAL SKILLS

Microsoft Office: MS Excel (Pivot Tables, Charts, Solver, Basic Functions) | MS Word | MS PowerPoint
Google Workspace (Docs, Sheets, Slides, Forms) | Tally ERP (Enterprise Resource Planning software, Basic)
Business Documentation | Data Entry | Internet Research | Email Management

CERTIFICATIONS

- Introduction to Ethical Hacking — Offenso Hackers Academy (2023–2024)
- Principles of Management
- Toyota Production System
- Managerial Economics

INTERESTS & LANGUAGES

Interests: Business Books | Market Trends | Financial News | Public Speaking | Leadership Development | Operations & Logistics | Process Improvement
Languages: English & Malayalam (Proficient) | Tamil & Hindi (Working Knowledge)