

MOULIKA SAKTHIVEL

Front Desk & Client Coordination | MBA — HR & Finance

+91 6379774723 | moulikasmoulika@gmail.com | Chennai, Tamil Nadu

CAREER OBJECTIVE

Personable and detail-oriented MBA graduate (HR & Finance) with hands-on experience across recruitment coordination, invoice processing, and administrative operations. Comfortable managing front-of-house responsibilities, scheduling, vendor and candidate communication, and multitasking under time-bound deadlines. Seeking a Front Desk Receptionist role to bring strong communication, organization, and stakeholder-coordination skills to a fast-paced office environment.

RELEVANT SKILLS

- Front-desk & office coordination: visitor handling, scheduling, call management
- Stakeholder communication: candidate follow-up, vendor coordination, internal liaison
- MS Office (Word, Excel, Outlook) and data entry accuracy
- Documentation & record-keeping: invoice validation, candidate database management
- Multitasking under turnaround-time (TAT) pressure
- Recruitment coordination: interview scheduling, sourcing (Naukri portal)

EXPERIENCE

Accounts Payable — Invoice Processing | Wipro

9 months

Handled end-to-end invoice capturing and validation, reviewing purchase orders, tax details, and vendor information for accuracy and policy compliance. Maintained turnaround time (TAT) while performing error-free data entry and documentation, and coordinated with internal stakeholders to resolve invoice mismatches — building strong attention-to-detail and cross-team communication habits directly transferable to front-office coordination.

IT Recruiter | Pama Network Private Limited

2 months

- Managed end-to-end IT recruitment: candidate sourcing, screening, interview scheduling, and follow-ups via the Naukri portal
- Coordinated directly with candidates and hiring stakeholders, requiring clear, professional verbal and written communication

INTERNSHIP

HR & Finance Operations Intern | Sustanfab Apparels Private Limited

3 months

Gained hands-on exposure to HR and finance operations including recruitment support, payroll processing, and reporting.

EDUCATION

MBA — HR and Finance

Dhanalakshmi Srinivasan University

B.Com

Swami Dayanandha Arts and Science College

PROJECTS

- Promoting a Product on Social Media — strategy exploration using social media networks for product visibility
- Employer–Employee Relations and Organizational Performance — study on how workplace relations impact org performance