

JAKKIDI RIKITHA REDDY

HUMAN RESOURCES EXECUTIVE

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SUMMARY

As a highly skilled Human Resource Recruiter, I have a proven track record of identifying and attracting top talent to drive organizational success. With excellent interpersonal skills and the ability to effectively collaborate with team members, I am able to build strong relationships with both candidates and hiring managers. My extensive knowledge of HR processes and regulations allows me to effectively navigate complex hiring situations.

SKILLS

- Strong problem-solving

• Interpersonal Skills

• Collaboration

• Critical thinking
- Analytical skills

• Communication

• Leadership

• Attention to detail

WORK EXPERIENCE

Basket Hunt Pvt.Ltd

HR intern and a Documentation head:Feb 2024-Mar 2024

HR Intern: Facilitated recruitment, collaborated on HR initiatives for employee engagement, mentored team on document management, managed employee records and aided in onboarding.

Documentation Head: Implemented standardized processes, ensured compliance, conducted system audits, and improved documentation systems.

Erekrut-Recruitment Made Easy

Talent Acquisition Intern:Feb 2024-Mar 2024

- Thoroughly conducted screening interviews for diverse positions, contributed to recruitment strategies via social media, job boards, and events.

• Collaborated with hiring managers to tailor job descriptions and interview questions. Analyzed recruitment data to identify trends, offering valuable process enhancement recommendations.

Gao Tek Inc.

Human Resources Intern:Oct 2023-Jan 2024

- Spearheaded recruitment for GAO Tek, conducting thorough interviews and assessments for cultural alignment.

• Streamlined onboarding, collaborated with managers to drive recruitment and support growth objectives.

EDUCATION

Bachelor of Technology in Computer Science

Sphoorthy Engineering College • 2018–2022

Higher Secondary Education

Sri Gayatri Junior College • 2016–2018

CERTIFICATIONS

Certification of Training in Human Resources,Certification of Internship,Certification of Training in Digital Marketing

Gao Tek Inc • 2023–2024

Certification of Internship Completion,Digital Badges awarded for the Best Intern of Week-3 and Week-4

Erekrut • 2024