

Bhanu Shree.i

HR Professional

Postgraduate in MBA (Human Resources) with experience in Recruitment and Admin space aspiring to secure a challenging position in a reputable organization to expand my learning, knowledge and skills as well as achieve the organizational goals



✉ bhanushreedevanga228@gmail.com

📍 Bangalore, India

📞 6360150392

🌐 [linkedin.com/in/bhanu-shree-6a199217a](https://www.linkedin.com/in/bhanu-shree-6a199217a)

WORK EXPERIENCE

Secretarial Assistant Bosch Limited

04/2023 - Present

Bangalore, India

Achievements/Tasks

- Organize department level activities and events
- Support in data management and analysis
- End-to-end administrative support
- Managing lifecycle of all Purchase Orders at dept level from negotiation till processing

Recruitment Executive Techvaria Solutions

11/2022 - 03/2023

Bangalore, India

ERP Implementation Services Provider

Achievements/Tasks

- Manage End to End recruitment cycle starting with Screening & qualifying potential, co-coordinating the interview with the panel, Salary negotiation, documentation for Background Verification, Offer generation and On-boarding
- IT recruitment at all levels in various technologies and verticals
- Arranging for Training & Development
- Payroll and Attendance Management
- Trained to create Business Requirement Document

EDUCATION

MBA (Human Resources) Dayanand Sagar University, BU

2020 - 2022

77%

Bachelor of Computer Application Jain University

2017 - 2020

70%

PUC BMS Women's College

2015 - 2017

KSEEB

SSLC Nirmala Girls High School

2015

KSEEB

SKILLS

Recruitment

Training & Development

Time Management

Written Communication

Data Management

Negotiation & On-Boarding

Purchase Process

Team Bonding Activities

Team Player

MS Office

INTERNSHIP

Karnataka Power Corporation Limited (07/2022 - 09/2022)

- Study on Meta-cognitive skills to develop among managerial students
- Organization control and study of various departments

CERTIFICATIONS

HR Analytics (2022)

Udemy

HR Management (2022)

Udemy

LANGUAGES

English

Full Professional Proficiency

Kannada

Native or Bilingual Proficiency

EXTRA-CURRICULAR ACTIVITIES

Coordinator College Event

Jogging

Painting

Dancing