

OBJECTIVE

Seeking a challenging position in an organization where I can use my talents and skills to grow and expand an organization as well as myself. I am confident that with the enthusiasm I have within me.

EDUCATION

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|--|---------------------------------|
| MBA, Human Resources and Marketing School of Management Studies - MRPG College | Mar 2018 – Feb 2021 80% |
| Bsc, Computer Science & Electronics Sri GCSR College | Feb 2015 – Mar 2018 8.3 CGPA |
| MPC, Physics Narayana Junior College | Feb 2013 – Apr 2015 71% |
| Science Sri Vidhyanikethen High School | Apr 2012 – Mar 2013 6.7 CGPA |

PROJECTS

A Study on "HUMAN RESOURCE DEVELOPMENT" in VIZAG STEEL PLANT - RINL

I have done the project onsite, with the reference provided by one of us relative in steel plant which helped in gaining the knowledge on various aspects such as Recruitment & Selection, Training & Development, and Performance Appraisal. I have conducted survey on group of people to collect the data and analyzed with our Guide to reach a conclusion. I had an enriching experience and helped me to understand various methods being used at various functions of HRD.

INTERNSHIP EXPERIENCE

Talent Acquisition Specialist, KMAC Talent Management

- 1) Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- 2) Posting job advertisements to job boards and social media platforms.
- 3) Sourcing done through Job Portals (Naukri, LinkedIn ..)
- 4) Conducting telephonic rounds of Interviews for different open positions in the organization
- 5) Completing the joining formalities of the hired candidate.

HR Recruiter Intern, Vinosha Portfolio Private Limited

1. Sourcing, screening, and hiring of the candidate.
2. Arranging google meet session for the hired candidate.
3. Completing the joining formalities of the hired candidate.

HR Intern, NRHR Solutions

1. The job posting, Screening, reaching out to potential candidates through the various job posting platforms.
2. Screen resumes and application forms, Schedule and confirm interviews with candidates and Post, update and remove job ads from job boards, careers pages and social networks.

CERTIFICATIONS

HR Trainee, NRHR Solution

ITIL Foundation Certificate in IT Service Management, Simplilearn

GOOGLE ASSOCIATE CLOUD ENGINEER, Google

Microsoft Azure Fundamentals (AZ-900), Microsoft

Microsoft Azure Administrator Associate (AZ-104), Microsoft

AWS Cloud Practitioner, Amazon

WORK EXPERIENCE

IT Project Delivery Manager, DXC Technology

1) Manage client-supported demand for assigned accounts and business units ensuring the cost-effective use of skilled resources across globally distributed delivery centers. Work closely with solution delivery and applications delivery managers providing guidance in business development, annual operating plans, identifying pipeline demand and strategic account planning. Provide guidance and support for actively managed work, incremental demand, and associated forecasts.

- ServiceNow development and support. Implemented incident, problem, change, service catalog, asset management, integrations.
- DXC provides ServiceNow platform solutions to build a completely new customer service management solution, to develop a modernized and fully automated, cloud-based portal.
- Request Items (RITMs) contain the actual form the customer submitted and links to one or more tasks required for fulfillment.
- Performed system administrator activities for ServiceNow ITBM PPM, and other project-related systems to include managing system updates, user access, and other requests regarding the system, coordinating issue resolution, and other related administrator activities.
- Created templates for Demand and incident tables, which is simple to use.

Customer Service Executive, Khazana Jewellery Pvt. Ltd

A customer care executive is a professional responsible for communicating the how's and why's regarding service expectations within a company. These professionals perform a number of duties, including answering phones, responding to customer questions and assisting with customer issues.

SKILLS

C

Active listening skills

Management skills

Java

MS Office (WORD , EXCEL ,PPT & OUTLOOK)

Verbal and written Communication skills.

LANGUAGES

Telugu

Advanced

Hindi

Intermediate

English

Advanced