

# NEETHA REJI

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Bengaluru, India

## PROFESSIONAL SUMMARY

Confident HR Intern skilled in preparing and filing accurate documents and reports for dependable HR support. Works with accuracy and order to meet strict deadlines. Collaborative and cooperative for positive, productive staff and stakeholder communication.

## AREAS OF EXPERTISE

|                     |  |
|---------------------|--|
| Creative Writing    | Talent Acquisition strategies (Pan India&APAC) |
| Research Management | Proofreading                                   |
| Leadership          | Concept Development                            |
| Job Analysis        | Cold calling                                   |

## EXPERIENCE

**Manipal Hospitals**, Bangalore — *HR Intern*

**07.2025 - 08.2025**

- Facilitated recruitment and engagement activities to support talent acquisition and employee well-being.
- Streamlined HR operations including payroll, documentation, and compliance for process efficiency.
- Strengthened cross-functional collaboration by supporting HRBP initiatives and inter-departmental projects.

**SD Wealth Solution**, Bangalore — *HR Intern*

**07.2024 - 08.2024**

- Hired over 10+ potential candidates as finance interns.
- Managed recruitment by posting job descriptions, conducting interviews, and monitoring interns.

**Wenger & Watson**, Bangalore — *HR Associate (IT Recruiter)*

**10.2023 - 12.2023**

- Employed various recruitment strategies to attract, engage, and hire candidates for domestic and APAC roles, including specialized niches, utilizing platforms like LinkedIn and Naukri Recruiters and conducting preliminary screenings.
- Clients worked with: Larsen & Toubro Technology Services (APAC Hiring), Carelon Global Solutions (PAN INDIA Hiring), THEMATHCO (PAN INDIA Hiring), and iG Group ( PAN INDIA Hiring).

**Padhhigh**, Haryana — *HR Intern (Sales & Marketing)*

**05.2021 - 06.2021**

- Planned, organised and managed recruitment and selection processes, consistently meeting budget targets and recruitment goals.
- Oversaw recruitment process and onboarded 10+ new staff as full-time employees and 20+ new staff as interns for the role of Business Developer.

**Prabhat Charitable Trust, Delhi — Content Writer Intern**  
**05.2021 - 06.2021**

- Created high-quality, engaging, and error-free content while adhering to deadlines and brand standards through strong writing, editing, and proofreading skills.
- Conducted research on assigned topics, generating comprehensive, factual content.

**Bhumi, Chennai— Covid Vaccination Influencer (Volunteering)**

**05.2021 - 06.2021**

- Eased patient anxiety by demonstrating mindfulness exercises and retrieving comfort items.
- Spread awareness about the vaccinations during the pandemic outbreak (COVID).

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## EDUCATION

**MOUNT CARMEL COLLEGE AUTONOMOUS** - Bangalore University, Bangalore.

Master of Science - Psychology | **Specialisation:** Industrial Organisational Psychology - (HRM)  
2024 - 2026 (currently pursuing)

**ST. CLARET COLLEGE AUTONOMOUS** - Bangalore University, Bangalore.

Bachelor of Science - Psychology, Journalism, Computer Science-Triple Major  
2020 - 2023

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## CERTIFICATIONS

- Workday Basics Series by **Workday (Coursera)**
- Strategic Planning, Project Management, Personal Development by **Udemy**
- Compensation Management by **Great Learning**
- Organisational Behaviour by **Great Learning**
- Entrepreneurial Management by **Great Learning**
- Fundamentals of Human Resources by **Asean Online Education AOE**
- Criminology by **PsychEDD**

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## ACHIEVEMENTS

- Won T.I.M.E.S. Aqua Regia Science Quiz (Inter-school level).
- Music Club Representative (2021-2022) at St.Claret College.
- Coordinator for various Intra-collegiate and Inter-collegiate competitions hosted by St. Claret College.

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## SKILLS

MS Office Suite  
Naukri Recruiter  
Workday Software

Google Suite  
LinkedIn Recruiter