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Career Objective

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual. Proficient at developing and implementing HR plans and procedures smoothly and with little guidance.

Skill Highlights

- | | |
|---|-------------------------------|
| • People Oriented | Organised |
| • Maintains Confidentiality | Quickbooks Proficient |
| • New Employee Orientation | Microsoft Office suite expert |
| • Staff training and development | Talent assessments |
| • Proficient communicator | |
| • Strong organisation and communication skills | |
| • self motivated with outstanding time management capabilities. | |

Work Experience

Intern at India Ahead News

(feb.2019-may.2019)

- Facilitating meetings and discussions.
- Identified prospects and generated referrals for business opportunities.
- Lead Generation.
- Identified sources for improving company's relationship with media.
- lead campaigns such as Vote India Ahead, Happy hours,Business profiling.
- Scheduling and conducting Preliminary interviews for lower level management
- Handling of attendance records for wage payment
- Explaining salary fitment to laborers
- Other admin activities

System Engineer, Tech Mahindra Pvt Ltd.

(2016-2018)

- Having 1+ years of experience as Software system analyst which includes ensuring to deliver packages (Computer Applications) as per the requirement of the customer and also working close with customers to get the requirement and ensuring to meet the deliverables. The projects involve creating MSI Packages for which are based on Clients standards, MSI Standards and following 100% Quality.

- Proactive learning of different technologies to understand and fulfil the need to of the client organizations.

Process Associate, Genpact.

(2015-2016)

- Worked at Google(Client) for the process Google my business.
- Dealt with northern american clients by maintaining 100% quality and relevance for their business pages.

Computer Skills MS Office & Internet

Professional Training: Internship at India ahead news

Course: MBA in H R Management

I was given HR related exposure to the following areas:

- Recruitment : Searching the database/web/jobsites to source out the required resumes/CV, Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests, Training the candidates on interview pattern and interview tips for all the rounds of interview, Making Cold calls & Head-hunting.
- HR Generalist : Taking Care of Joining formalities of the Employees, Co-ordination with the new joiners of the internal employee, Issuing the Offer Letter and explain the salary details, Employee Relationship, Mediclaim & Other Employment Registration forms.
- Payroll: Taking Care of Complete Staff Data Base.

Skills

Time Management ,Team Work , Interpersonal Communication , Adaptability , Public Speaking ,Conflict Management.

Awards and Recognitions

- Best Emcee award "Pat on back" twice consecutively from the Tech Mahindra Pvt Ltd.
- Appreciation from Project Manager for conducting Team Events.

Key Skills and Competencies

Professional

- Able to manage significant changes that may occur.
- Able to communicate with people at all levels.
- Proactive and able to work to deadlines.
- Demonstrated success in managing a team.

Personal

- Commitment to excellence.
- Treating problems or unexpected events as opportunities to learn.
- Motivated by exceeding targets and expectations.
- Good Oral and Written Communication skills.
- Good Grasping power.
- Team Player.
- Enthusiastic to learn & detail conscious

Volunteer Work

- Voluntarily helped Red Cross Society.
- Active Member of NSS.
- Member of IEEE.
- Active Member of Cultural and Technical fests.

Education

*MBA in HR AND MARKETING,
(2018-2020)*

IBS ICFAI

HYDERABAD UNIVERSITY, India

Courses: Agile Human Resource Management, Strategic Human Resource Management, Organisational Behavior, Recruitment, Human Resource Management, Digital Marketing.

Bachelor of Technology(2011 -2015)

VNR Vignana Jyothi Institute of Engineering and Technology Hyderabad, India

Course: Information Technology

Interests and Hobbies

Social Welfare, Swimming, Gardening, Cooking.

Languages Knowledge

- English - Fluent

- Telugu - Native
- Hindi - Fluent