

GEETHA RANI. PALIVELA

EMAIL: geetharani4567@gmail.com **Contact number:**7285921332

Specialization: HR

OBJECTIVE:

Seeking a challenging job in your esteemed organization in which could contribute effectively and efficiently to the organization as well as avail of numerous opportunities to learn and to grow with organization owing to my given responsibility and to work to the potential for the development of the organization.

PROFESSIONAL EXPERIENCE:

Worked as HR Recruiter at Global EDX for 1 year , JKC Mentor at Razole Degree College for 1 year,Operations Associate at Gaian Solutions for 2 years.

PROFESSIONAL SUMMARY:

HR RECRUITER:

- Screening resumes
- Performing in-person and phone interviews with candidates
- Adminstrating appropriate company assessments
- Making recommendations to company hiring managers
- Cording interviews with the hiring managers
- Conducting exit interviews in terminating employees

JKC MENTOR:

- Creating Opportunities in various institutions and companies through JKC.
- The training and placement programmes for the students
- JKC Special Training Program (STP) to train students for job opportunities in Govt. & Public sector units.650 students trained till date.

OPERATIONS ASSOCIATE:

- Creates daily reports.
- Supporting the operations manager with the enforcement of company policies and standards.
- Tracking daily operations and reporting or resolving issues.
- Maintaining company databases.

EDUCATIONAL QUALIFICATION:

- **MBA** (Human Resources) from Aditya College of Engineering, Kakinada, Affiliated to Jawaharlal Nehru Technology University Kakinada in the year of 2018
- **B.Sc.** (M.P.CS) from A.S.D Govt Degree college Kakinada, Affiliated to Adikavi Nannaya University, in the year of 2016
- **MPC** from Pragathi Junior College, Kakinada in the year of 2013
- **SSC** from S.T. Xavier's High school, Kakinada in the year of 2011

KEY SKILLS:

- Ability to work under pressure and Positive attitude.
- Ability to adopt in any environment.
- Analytical thinking & ability to Synthesize.
- Flexible.
- Go Getter.

TECHNICAL SKILLS:

- | | | |
|---------------------|---|-----------------------------|
| ● DBMS packages | : | SQL, C-language. |
| ● Web Technologies | : | MS OFFICE, COMPUTER BASICS. |
| ● Operating systems | : | Windows XP, Windows 10. |

ACADEMIC PROJECT WORK:

Handled a project work in “3F INDUSTRIES LIMITED”, on topic “QUALITY OF WORK LIFE” for the period of 35 days, in MBA.

PERSONAL PROFILE:

Name : Geetha Rani. Palivela
Father's Name : P. Kantha Rao.
Mother's Name : p. Dayamani
Date of birth : 01 FEB 1996
Marital status : Single
Gender : Female
Languages Known :Telugu, English, and Hindi

DECLARATION:

I consider myself familiar with Software Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place :Kakinada

Signature:

Date :

P GeethaRani