**Professional Experience**

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**AVINASH COLLEGE OF COMMERCE, LB NAGAR Aug'20 – Till Date**

**Assistant Professor**

* Subjects Handling: Business Economics for BBA & B.Com (Hons.), Organization Behaviour, Company Law & Banking Theory & Practice and also can handle all Management & HR papers.
* Took lead & ensured 110 student admissions for the academic year 2021-22.
* Conducted events like ‘World Quality Day’, ‘Webinar on International Day of Girl Child’, ‘International Women’s Day’ and many SDM club events.

**I DO AND PRAGATHI Feb'18 – Aug’20**

**HR cum Administrative Consultant**

* Working as HR consultant cum administrative advisor for I DO.
* **Recruited** skilled resources for various positions of the organisation and maintained **87**% **retention rate** of employees.
* Conducted many skill development sessions for students to enrich their capabilities in employment and entrepreneurship as a part the NGO activity and trained the employees of the organisation in public speaking, delivering sessions on health awareness schemes provided by government and socio technical skills.
* Assisted in orientation sessions and also handled **accounts and its related data** of the organisation.

**Aurora PG College Nov'15 - Apr'17**

**Lecturer**

* Worked as Assistant professor in Aurora PG college of Management studies.
* Subjects Handled - Financial Accounting, Managerial Economics, Management Organisation Behaviour, Strategic management, Supply chain management, International Business, Performance Management.
* Also handled many activities and works which encouraged the students to build a brighter future.

**Research Papers Published**

* Research paper published in International conference of Singhad University "**STRATEGIC RECRUITMENT ".**
* Research paper published in National Conference of Aurora College on "**E-RECRUITMENT** ".
* Research paper published in National Conference of Aurora Technological Institute of Management Studies on "**HUMAN RESOURCE PLANNING**".

**Genpact May'15 - Oct'15**

**Recruiter**

* **Recruited candidates for multiple clients** based on skills and competencies.
* **Reviewed and filtered candidate profiles** and evaluated applicants work history, education and training, job skills, desired CTC and personal qualifications against requirements.
* **Followed effective recruitment strategies** to attract, screen, and select high quality candidates. Strategies like referral generation, advertisement placement, position postings, direct sourcing, cold calling and networking are used to develop a qualified pool of candidates.
* **Anchored induction sessions** for new recruits to take them through company policies & processes.

**Internships**

**KPMG Feb’15 - Apr’15**

**HR Trainee**

* **Assisted in recruitment drives across** service lines and assessed & interviewed candidates.
* **Recruitment analysis** of the organization for talent acquisition.
* **Documentation**: Prepare offer letters, contracts etc. for shortlisted candidates.

**Genpact Apr’14 - Jun’14**

**Hiring & Sourcing Analyst**

Worked closely with the talent management team and job portal team at GENPACT.

I was involved in

* Analysing and understanding their complete recruitment cycle.
* Conducting PIR (Personal Interaction Round) interviews.
* Conducting HR round wherein the selected candidates are briefed on the terms and conditions of Genpact, and its rules and regulations.
* Conducting screening of candidates as part of the employee referrals sourcing channel.
* Suggested changes for process improvement on hiring floor.

**Education**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University** | **Year of Passing** | **Percentage** |
| MBA | Bhavans Vivekananda college | Osmania | 2015 | 76 |
| B.Com | St. Pious X degree college | Osmania | 2013 | 74 |
| 12th Std. | Sri Chaitanya Junior College | AP Board | 2009 | 90 |
| 10th Std. | Keyes High School for Girls | AP Board | 2007 | 85 |

**Date: Signature:**