**NAJELI JYOTHI**

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✆ **:** 9346783101

**CAREER OBJECTIVE**

To achieve a challenging position in dynamic organization providing the opportunity to make strong contribution to organizational goals and succeed through hard work, thus enhancing value addition to my job, the organization and my professional skills.

**STRENGTHS**

* Self motivated personality
* Quick learner
* Decision making skills
* Dedication and determination at work
* Having creative problem solving, quick and independent learning skills.
* Excellent interpersonal skills, ability to work well with teams & independently.

**ACADEMIC PORTFOLIO**

|  |  |  |
| --- | --- | --- |
| **STUDIES** | **COLLEGE** | **SCORE** |
| MBA (Masters Of Business Administration) HR | Kingston PG College - 2020 | 75% |
| Bachelor’s Degree (B.com Computers) | Siddhartha Women’s Degree College -2018 | 80% |
| Higher Secondary School Education | Sri Chaitanya Junior College -2015 | 90% |
| Secondary School Education | Navodaya high School -2013 | 92% |

**EXPERIENCE SUMMARY**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation /Role** | **Duration** |
| Smart Drive Private Ltd | Review Analyst | 2years and 5months |
| Sykes Business Services of India Pvt. Ltd | HR | 12Months |

**Project 1:**

**JOB DESCRIPTION**

This project aims for driver safety transportation. The company sells the camera as a product for the commercial vehicles including trucks, buses and trains. The camera will capture the videos while the driver is driving. By that we will identify the bugs and collisions based on driver activities. By identifying the bugs they will provide the feedback and training to the respective drivers.

**ROLES AND RESPONSIBILITIES**

* Involved in finding the bugs and collisions.
* Maintaining quality scores on monthly basis.
* Reaching the customer satisfaction is the main vision.

**Project 2:**

**JOB DESCRIPTION**

As a HR I have involved in end-to-end process like preparing JD and posting in the social platforms ,sourcing , screening the resumes ,call screening,shortlisting the candidates , scheduling for the final call , documentation process , CTC discussion and offer roll-outs and on-boarding process.

**ROLES AND RESPONSIBILITIES**

* Hiring ,Sourcing, Screening and short listing the candidates.
* Co-ordination with the operational management for the interviews.
* Collecting the documents from the selected candidates.
* CTC discussion.
* Rolling out the offer Letters to the Selected candidates.
* On-boarding the candidates.

**PERSONAL INFORMATION**

Name : Najeli Jyothi

Date of birth : 29-04-1997

Father Name : Najeli Babu

Marital status : Married

Know languages : Telugu, Hindi and English

Location : Hyderabad

## I hereby declare that the information furnished above is true to the best of my knowledge.

**Najeli Jyothi**