

GUDURU POOJITHA

BBA STUDENT

CONTACT

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PROFESSIONAL SUMMARY

Motivated BBA student with a strong interest in Human Resources and talent management. Seeking to apply academic knowledge and internship experience to contribute to organizational growth while developing practical HR skills in a professional environment.

INTERNSHIP EXPERIENCE

Human Resource Consultant Intern

June 2025 – August 2025

Alliance Recruitment Agency

- Assisted in end-to-end recruitment including sourcing, screening, and shortlisting candidates.
- Supported recruitment operations and maintained candidate databases.
- Coordinated interview scheduling and candidate follow-ups.
- Demonstrated professionalism, dedication, and effective communication.

EDUCATION

ICFAI Business School

July 2023 – Present

Bachelor of Business Administration (BBA)

SKILLS

- | | |
|-----------------------------|---------------------------------------|
| • Knowledge of HR basics | • MS Office (Word, Excel, PowerPoint) |
| • Good communication skills | • Google Workspace |
| • Team management | • Problem solving |
| • Team collaboration | • Adaptability |

ACHIEVEMENTS & PARTICIPATION

- Participated in seminars and workshops on leadership and soft skills.
- Volunteered in organizing the annual college fest.
- Active member of the Sanskriti Club.

LANGUAGES

- English (Fluent)
- Telugu (Fluent)
- Hindi (Moderate)

PERSONAL STRENGTHS

- Quick learner and adaptable
- Positive attitude and self-motivated
- Strong organizational skills