

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

Alliance Recruitment Agency

June 2025 – August 2025

- 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

Bachelor of Business Administration (BBA)

July 2023 – Present

SKILLS

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