



**Sri Raja Kakarlapudi Sai
Harshitha**

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Objective:

To secure a challenging role in a
reputable organization where I can
utilize my skills and knowledge to
drive success.

Education:

- MBA, Amity University Online, Noida (2024)
- Degree, VS Lakshmi Women's Degree and PG College (2021-2024) - 74%
- Diploma in Animation, (2019-2020)
- Intermediate, Sri Chaitanya Junior College (2017-2020) - 58%
- 10th, Sri Chaitanya Techno School (2017) - 93%

Work Experience:

- HR Executive (Administrative/Front End/Back End), Skill Dunia Company (May 2023 - June 2024)
 - Managed front-end operations and assisted with back-end tasks as required

Skills:

Technical: Micro Office Suite, Google Workspace, Data Entry, Basic HTML, File Management, Basic Data Analysis, Data science.

Soft Skill: Effective Communication, Time / Project Management, Adaptability, Interpersonal, Problem Solving.

Training / Certificates

Tcs Youth Employment Program

Projects

Electrical Home Appliances and Environment

Achievements:

- "Best HR" award for multiple months
- Winner in Math and Science Day competitions during degree studies

Extracurricular Activities:

- Participated in college extracurricular activities, developing strong communication skills

Languages Known:

English, Hindi, Telugu, Punjabi.

Strengths:

- Attention to detail

Weakness:

- Self-critical (working on personal growth)

Hobbies:

Travelling, Outdoor Activities, Reading, Star Gazing.

Declaration:

I hereby declare that the information provided in this resume is accurate and complete to the best of my knowledge.