

SHILPA MUTHYALA

shilpamutyala0@gmail.com | 9951600552 | www.linkedin.com/in/shilpa97

Hyderabad, Telangana, 500016

Education

CCBP Intensive 4.0 Tech Program

Sept 2022 – Present

Full Stack Development

(CCBP Intensive is an Industry Ready Certification program focus on full-stack web development that provides training through an immersive hands-on and reverse-engineered curriculum)

Master in Business Administration (MBA) – 8/10

July 2018 – July 2020

Specialization:(HR)

Vijaya School of Business Management - Hyderabad, Telangana

Bachelor of Commerce (B. Com) – 8/10

July 2014 – July 2017

Haindavi Degree College - Hyderabad, Telangana

Skills

Technical

Front-End:HTML, CSS, Bootstrap, JavaScript*, Reactjs*

Back-End: Python, Nodejs*

Database:SQL*, MongoDB*

*to be completed in next 3 months

Other

Email Writing

Microsoft Word

PowerPoint

Sourcing & Screening

Microsoft Excel

Projects

Static Websites

1.My Library (Books Page)

Designed a static website where users can find out about my recommendations of books and info about popular books.

Technologies:HTML, CSS, Bootstrap

- ◆ Designed a banner section that contains the most popular book that I like using different HTML block, inline elements.
- ◆ - Styled the website using CSS3 properties such as background, flex, and CSS box model properties and relative units such as vh, vw, and used absolute units such as px.

Link: shilpalibrarys.ccbp.tech

2. My Projects (My Projects Page)

Developed a website where people like interviewers can see list of projects that a person implemented.

Technologies: *HTML, CSS, Bootstrap*

- ◆ Designed a banner section and the project cards using different HTML block, inline elements.
- ◆ Styled the website using CSS3 properties such as background, flex, and CSS box model properties and relative units such as vh, vw, and used absolute units such as px.

Link: shilpaprojectss.ccbp.tech

Responsive Websites

1. Portfolio Website

Developed a responsive website for Portfolio of a person where other people like interviewers can see list of projects, skills, testimonials, contact info.

Technologies: *HTML, CSS, Bootstrap*

- ◆ Designed page by using HTML structure elements and by using different bootstrap components to show different sections in the website and different Bootstrap classes for responsiveness through mobile-first approach.
- ◆ Displayed testimonials from different people using bootstrap carousel components.

Link: shilpaportr.ccbp.tech

2. VR Products Store (VR Website)

Developed a responsive website for VR products where user can see list of products, detailed information about a product and trending blogs, contact us info

Technologies: *HTML, CSS, Bootstrap*

- ◆ Designed page using HTML structure elements, footer elements by using different bootstrap components to show different sections in the website.
- ◆ Implemented responsiveness by using Bootstrap grid system and flex classes and CSS box model properties through mobile-first approach.

Link: shilpavrweb.ccbp.tech

Dynamic Web Applications

1. Todos Application

Developed persistent to-do application with CRUD operations to track list of tasks.

Technologies: *HTML, CSS, JS, Bootstrap*

- ◆ Displayed list of to-dos with HTML list elements, styled to-do list using CSS, Bootstrap
- ◆ Implemented to do crud operations by using JavaScript event listeners and updated UI dynamically by using JavaScript DOM operations.
- ◆ Used Arrays, Objects and their methods during todolist CRUD Operations, persisted to do list state on page reloads using local storage methods.

Link: shilpatodod.ccbp.tech

Certifications

- ◆ Building Own Static Website from NXT Wave CCBP 4.0
Link: <https://drive.google.com/file/d/1tISzlpqefPFqwPgL-lvKyL01wlkIG-JW/view>

- ◆ Building Own Responsive Website from NXT Wave CCBP 4.0
Link: https://drive.google.com/file/d/1-BYxNj3HLejqDBju3OGHfof_fkSrd3zw/view
- ◆ Programming Foundations with Python from NXT Wave CCBP 4.0
Link: <https://drive.google.com/file/d/1BvBlfZVseCDdT648ELdPguzzi3r48RfI/view>

Professional Experience

TXON Internship

Jan 2023 - Feb 2023

- ❖ Given tasks to be completed in a month.
 - **Landing Page** (*using HTML and CSS*)
 - **Simple Calculator** (*using HTML, CSS & JS*)
 - **Create To-do List** (*using HTML, CSS & JS*)
 - **Create Portfolio Website** (*using HTML, CSS & JS*)

MSR COSMOS LLC, Madhapur, Hyderabad

Jun 2021 - Nov 2021

HR Recruiter

- ❖ Hands-on experience with full life-cycle Recruiting, Sourcing, Screening responsibilities included sourcing candidates resumes.
- ❖ Sourcing profiles from Naukri according to the job profile includes, Experienced and Fresher's as well.
- ❖ Recruiting Domestic US IT, NON - IT RECRUITERS & ACCOUNT MANAGERS for Noida location.
- ❖ Shortlisting the candidates for further rounds based on their experience, communication skills, Attitude and Need of the employment.
- ❖ Collecting the required documents from the candidates to release the offer letters.
- ❖ Verifying the documents like PAN, Aadhar, Pay slips, Bank statements and previous organization details.
- ❖ Handling the onboarding formalities and updating the joining formalities in our internal portal by the candidates.
- ❖ Follow up with the Current employees, if they are facing any issues or queries related to payroll, updating the joining formalities, leave policy, holidays structure etc.
- ❖ Asking for referrals from the current employees or from the reached candidates.
- ❖ Maintaining the list of excel tracker who have been joined, offered, yet to join and exit.

Softpath System LLC, Begumpet, Hyderabad

May 2019 - Feb 2021

Technical Recruiter:

- ❖ Hands-on experience with full life-cycle recruiting, responsibilities included sourcing candidates resume, formatting resume, submitting to clients, regular follow ups, and management of the

interview process and extending offers.

- ❖ Sourced profiles with use of Boolean Operators. Very strong at forming and modifying strings. Conducted sourcing via Monster, Dice, CareerBuilder and other job portals, In-house resume database Job Diva (ATS).
- ❖ Sourced potential candidates, discussed the requirement, checked their interest, negotiated pay rate and closed the candidate for the requirement.
- ❖ Formatted the resume as per client's norms and submitted in portals. Attended conferences of clients to understand better about the job requirements and tuned search accordingly.
- ❖ Made regular follow ups after submission, scheduled interviews and pre-closed after the interviews.
- ❖ Extended offers, prepared new hire sheets and confirmed starts.
- ❖ Posted and managed requirements on internet job boards, user groups and professional networking sites (LinkedIn) to source for candidates.
- ❖ Used Microsoft Office tools daily to an advanced level in the performance of duties (Outlook, Word, Excel, and PowerPoint).
- ❖ Used Applicant Tracking system like Job Diva to source, track, and manage the hiring process of candidates.
- ❖ Mostly recruited IT Professionals ranging from Managers to technicians from backgrounds like Networking, Software, Database, Marketing, Project Managers and etc.
- ❖ Successfully review job descriptions to understand the needs of the hiring manager
- ❖ Review and understand technology, technical roles and technical skills
- ❖ Negotiate the pay rate as per W2 or else Corp-to-Corp
- ❖ Build a strong network of clients for bench placements, gain market intelligence, leverage existing talent pool for referrals and contacts.

RMS Speed Post, Begumpet, Hyderabad

Sep 2018 - Apr 2019

- ❖ Collecting various letters, gift cards, passports, licenses, AADHAR cards, driving licenses, voter id, Election related letters, Bank related documents from all the post offices and recording in the database.
- ❖ Verify the Exam papers of Schools & Colleges. and send them to the particular postal address.
- ❖ Scanning the particular documents, and check all the details of the customers and pin to the postal address correctly.
- ❖ Dispatching them to all over India which relates to the address.
- ❖ And Dispatch with a particular address with city name, state and zip code to the customer.