**Anusha Kotanala**

**Mobile:** 6123XXX745

**Email id:** anusha77XXX@gmail.com

**Address:** H No: 145/1, Seethamma Dhara,

Visakhapatnam, 530012.

**Career Objective**

MBA HR fresher with excellent verbal and written communication skills, seeking an opportunity in a reputable organization to prove my ability.

**Educational Qualification**

* MBA in Human Resource Management with 70% from Gayatri College, 2019-21.
* Bachelor of Science (BSc) with 75% from Gayatri College, 2016-19.
* Intermediate with 78% from Nalanda Junior College, 2014-16.
* SSC with 80% from Zilla Parishad High School, 2014.

**Professional Skills**

* Basic understanding of recruitment process and payroll compliances.
* Ability to learn things quickly & effectively.
* Capable of conducting employee engagement activities.
* Strong communication skills and people management skills.
* Documentation, reporting and ability to deal with employee grievances.
* Proficient in MS Word, Excel and PowerPoint.

**Project Work**

**Topic** : Industrial Relations, **Company**: Himadri Chemicals & Industries Ltd,

**Duration:** 2 months.

A study on the relationship between employees and employers, and understanding how labour unions/trade unions work.

**Hobbies**

* Reading books.
* Listening to music.
* Travelling.

**Personal Details**

DOB : 17/09/1998

Gender : Female

Languages Known : English, Hindi, & Telugu

Religion : Hindu.

**Declaration:** I hereby declare that all the above information is true to the best of my knowledge.

Place:

Date: Signature.

\*\*\*