**Padala Lavanya**

Photo

**Email ID:** Lavanyapdlxx@gmail.com

**Mobile:** 8500XXXX25.

**Address:** 8-125, Chandram Palem,

Madhurawada, Visakhapatnam, Andhra Pradesh 530048.

**Career Objective:**

To obtain a recruiter position where I can utilize my strong communication, screening and interviewing skills to identify the potential candidates for the growth of the organization.

**Educational Qualification:**

* MBA in Human resource management in 2021 from Andhra University, Visakhapatnam with GPA 8.6
* B.Sc. computers in 2019 form Pydah Degree college, Visakhapatnam with GPA 8
* Intermediate MPC in 2016 from Sri Chaitanya Jr College, Visakhapatnam with GPA 8.5
* 10th Class from St. Peters High School in 2014, Visakhapatnam with GPA 8.7

**Key Skills**

* Sourcing profiles from job portals
* Quick understanding of key responsibility areas of each job position
* Ability to coordinate telephonic and face to face interviews.
* Strong communication skills
* Ability to negotiate with shortlisted candidates.
* Can prepare offer letters and appointment letters
* Can maintain relationships with staffing companies.

**Computer Skills:**

* MS Office (Word, Excel and PowerPoint)
* Internet browsing skills

**Hobbies**

* Reading books
* Listening to Music

**Personal Information:**

DOB                   : 1998

Gender                   : Female

Marital Status       : Unmarried

Father’s name      : Kishore Babu

Languages Known   : English, Hindi & Telugu

Hobbies                 : Reading books & Singing

Religion              : Hindu

**Declaration:**

I hereby declare that all the above furnished information is true to the best of my knowledge and belief.

Place:

Date:                                                                                                              Signature