

YOUR NAME

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PROFILE SUMMARY

Highly motivated MBA HR post-graduate with a keen interest in Human Resources. Eager to apply theoretical knowledge in a practical environment to support recruitment and employee engagement initiatives.

EDUCATION

- MBA in Human Resource Management from Andhra University with CGPA of 8 in 2025
- B.Com Computers from Pydah Degree College with CGPA 8.1 in 2023
- Intermediate MPC from Krishna Jr College with a CGPA of 8 in 2020
- SSC from St Anthony's High School with a GPA of 8.2 in 2018

SKILLS

- **Technical Skills:** MS Office (Word, Excel, & PowerPoint)
- **HR Skills:** Sourcing candidates, resume screening, and interview coordination
- **Soft Skills:** communication, interpersonal skills, attention to detail, and time management.

PROJECT WORK

Project Title: Recruitment process study at Company Name

Duration: April 2024 to May 2025

- Assisted in sourcing and screening resumes.
- Scheduled and coordinated interviews.

CERTIFICATIONS

- Udemy: Diploma course in human resource management.

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at the college placement cell