

T. SURESH

Phone: +91 7842466143

Email: sureshtenugu1@gmail.com

Location: Ramanthapur, Hyderabad

LinkedIn: <https://in.linkedin.com/in/suresh-tenugu-81066b32b>

Fresher Human Resources

Motivated, organized, and detail-oriented Fresher Human Resources professional with strong communication skills seeking an opportunity to utilize expertise in onboarding, benefit packages, personnel management, recruitment, and employee relations to help an organization reach its full potential. Aim to build exceptional teams by leveraging a creative and data-driven approach to human resources initiatives.

SKILLS & COMPETENCIES

- Recruitment & Selection Processes
- Training & Development Programs
- Payroll & Benefits Administration
- Organizational Skills
- Employee Relations
- Strategic Planning & Execution
- Data Entry & Analysis
- HR Technology Solutions (e.g. KEKA systems)
- Performance Measurement & Improvement
- Conflict Resolution
- Effective Communication & Interpersonal Skills
- Problem-solving & Troubleshooting
- Multi-tasking & Time Management
- Talent Retention & Motivation Strategies
- Risk Management & Organizational Safety
- Team Building & Leadership Development

EDUCATION

Master of Business Administration (MBA) – Human Resources

Osmania University, Hyderabad

Sep 2023 – June 2025

CGPA: 9.69/10

Key Subjects: Human Resource Management, Recruitment & Selection, Organizational Behavior, Industrial Relations & Labor Laws, Compensation Management, Leadership and Change Management and Performance Management.

TECHNICAL SKILLS

- **HR Tools:** Basic knowledge of HR KEKA Software, HRMS, Zoho People, SAP SD, Excel Payroll Templates
- **Productivity:** MS Excel (VLOOKUP, Pivot Tables), Google Sheets, MS Word, PowerPoint, outlook mail
- **ATS Knowledge:** Familiar with LinkedIn Recruiter, Naukri, and Indeed platforms
- **Communication:** Strong email writing and professional communication skills

Projects

Recruitment and Selection Process (MBA Project work)

- Designed a recruitment plan for a hypothetical startup, including sourcing strategy, JD creation, and interview process planning.

Academic Project: "Payroll Management System – Case Study"

- Analyzed payroll structure of a mid-size company including components like CTC, gross salary, deductions, and compliance.
- Suggested process improvements to reduce manual errors and increase efficiency.
- Tools Used: Excel, Google Sheets

Strengths

Ability to face challenges.

Positive attitude, smart learning capability.

Quick Learning Capacity.

Hobbies

Watching Television Shows

Learning New things

Listening to Music

Languages Known

English, Telugu, Hindi

Address

H.no.3-4-43/C, Gandhi Nagar, Ramanthapur, Uppal, Hyderabad, Telangana 500013.