

MUKESH KUMAR DUDDU

MBA|2022-24 |HR & Marketing

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Summary/Objective:

To pursue a demanding role with a reputed firm with approach to accomplish organizational goals where in my skills and potentials are being utilized to the maximum, alongside focusing on the scope of enhancing my personal skills and gaining maximum knowledge to contribute to the growth of the firm.

Work Experience:

Human Resources Trainee

Sioniq Tech Pvt Ltd, Hyderabad

Jan 2025 – Present

- **End-to-End Recruitment:**
 - Collaborate with **department heads** to define hiring needs and develop **job descriptions**.
 - Source candidates through **job boards**, **social media**, and **referral programs**.
 - Screen **resumes**, conduct initial interviews, and coordinate **interview schedules**.
 - Facilitate **assessments** for IT roles and gather **feedback** from interviewers.
 - Prepare and present **job offers**; negotiate **employment terms** as needed.
- **Onboarding:**
 - Coordinate **IT setup** and prepare **onboarding schedules** and materials.
 - Conduct **orientation sessions** to introduce new hires to **company culture**.
 - Collect required **documentation** and assist in completing **onboarding paperwork**.
- **Exit Formalities:**
 - Conduct **exit interviews** to gather feedback and analyze trends for improvement.
 - Ensure all **clearance procedures** are completed with relevant departments.
 - Prepare **relieving letters** and **experience letters**; update **HR records** accordingly.
- **Employee ID Creation:**
 - Create and manage **employee identification numbers** and **access credentials**.
- **Documentation Management:**
 - Draft and issue **offer letters**, **appointment letters**, **confirmation letters**, and **relieving letters**.
- **Employee Engagement:**
 - Organize **team-building activities** and **recognition programs**.
 - Establish **feedback mechanisms** to assess **employee satisfaction**.
 - Celebrate **birthdays** and **work anniversaries** to foster a positive work environment.

HR Intern
Subway, Hyderabad
Dec 2025 – Jan 2025

- **End-to-End Recruitment for Non-IT:**
 - Assist in creating and posting **job advertisements** on various platforms.
 - Utilize **job boards, social media**, and referral programs to attract candidates.
 - Review and shortlist **resumes** based on job criteria; conduct initial **phone screenings**.
 - Schedule **interviews** between candidates and hiring managers; prepare **interview materials**.
 - Gather **feedback** from interviewers and maintain records of candidate evaluations.
- **Onboarding Formalities:**
 - Assist in preparing **onboarding schedules** and materials; coordinate with IT for equipment setup.
 - Help conduct **orientation sessions** to introduce new hires to **company culture**.
 - Collect required **documents** from new hires and assist in completing onboarding paperwork.
- **Employee Engagement Activities:**
 - Assist in planning and organizing **team-building activities** and events.
 - Support the implementation of **recognition programs** to celebrate employee achievements.
 - Coordinate celebrations for **birthdays** and **work anniversaries** to promote a positive workplace.

Academics:

MBA (Master of Business Administration)

Specialization - HR and Digital Marketing

Aditya Institute of Technology and Management, 2022 - 2024

BHM (Bachelor of Hotel Management)

Sun International Institute of Tourism and Management, 2019 - 2022

Intermediate (MPC)

Sri Chaitanya Junior College, 2017 - 2019

High School (X)

Amar Concept School, 2017

Declaration

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