

RESUME

GANDLA SHIVANI

MBA in Human Resources (HR)

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Objectives:

Looking forward to accelerate my innovation and dedication in an organization where I can put my knowledge and enthusiasm for the growth of organization and expand my potential to the maximum level.

Educational Qualifications:

COURSE	INSTITUTE/BOARD	AGGREGATE	YEAR OF PASSING
MBA-HR	Nishitha degree college	7.28 GPA	2024
BSc. Biochemistry	Girraj government college	8.41GPA	2021
Intermediate (Bipc)	SR junior college	80	2018
10 th standard	Nirmala Hrudaya High School	8.3 GPA	2016

Internship Experience:

Human Resources Intern

Agradek solutions private limited (Feb 2025 – April 2025)

- Assisted in screening resumes and scheduling interviews for various roles
- Helped coordinate onboarding sessions for new hires
- Participated in organizing employee engagement activities
- Supported payroll and attendance tracking processes

Project Name: Organization structure and Leadership style in Varun motors.

An organization structure defines how activities such as task allocation coordination, and supervision is directed towards the achievement of organization goals. A leadership style refers to a leader's when directing, motivating, strategy implementation and managing others.

Varun motors is basically a subsidiary company of Japanese automaker Suzuki motors corporation which has a Market share of 44.9% in the Indian car market. They apply autocratic leadership styles to achieve the organization's goals. The employees who work in Varun motors is satisfied, skilled and happily style their work.

Technical Skills:

- Windows operating system
- MS-Office

Personal Skills:

- Communication Skills
- Problem solving
- Analytical Thinking
- Teamwork
- Leadership

Professional Skills:

- Strong fundamental knowledge of concepts of Human Resource Management
- Understanding of Recruitment, Selection, Interviewing & Onboarding process
- A team player with excellent communication & problem-solving skills
- Ability to post new positions, screening resume & scheduling interviews
- Knowledge of HR Administration & Payroll Management
- Understanding of Talent Management Process

Personal Details:

Father's name : G. Srinivas
Languages Known : Telugu, English and Hindi
Nationality : Indian
Address : H. No: 6-15-96, Pavan Nagar, Dubba, Nizamabad, Telangana

Declaration

I am confident of my ability to work in a team. I hereby declare that all the details furnished above are true to the best of my knowledge.

DATE:

PLACE:

(GANDLA SHIVANI)