

SHAIK NAGEENA

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CAREER OBJECTIVE

To secure a challenging position in Human Resource Management where I can effectively contribute my skills in recruitment, employee relations, and organizational development, while continuously learning and growing with the organization.

SKILLS

- Communication Skills
- Adaptability
- Fast Learner
- Ability to Work Under Pressure
- Critical Thinking & Problem Solving
- Effective Time Management
- Advanced Analytical Thinking
- Basic Computer Skills

EDUCATION

Degree/Course	Institute/College	Percentage/CGPA	Year of Passing
MBA	Mahendra Engineering College, Salem - Tamil Nadu	9.21	2025
B.Sc.	Chaitanya Bharathi Degree College, Chirala	8.34	2022
Intermediate	Sri Gowthami Junior College, Chirala	8.34	2019
SSC	Sri Sai English Medium School, Chirala	8.7	2017

INTERNSHIPS

Employee Recruitment & Selection (08/2024 – 09/2024)

ITC Agri Business Pvt Ltd, Andhra Pradesh

- Executed a 2-month project focused on recruitment & selection.
- Assisted in recruitment strategies & interviewing techniques.
- Contributed to development of selection criteria & assessments.

HR Recruiter (04/2025 – 06/2025)

Om Shara Infotech Pvt Ltd, Bengaluru

- Conducted end-to-end recruitment including sourcing, screening, interviewing, and onboarding.
- Utilized job boards, social media, and networking for talent acquisition.

STRENGTHS

- Self-Motivated
- Lack of Patience
- Responsibility
- Hardworking Nature

LANGUAGES

- Telugu
- English
- Hindi
- Tamil

DECLARATION

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

Place: Hyderabad

Shaik Nageena