

KRISHNA SPANDANA

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PROFILE

Highly motivated and results-driven MBA graduate with a specialization in Human Resource Management from Andhra University. Adept at leveraging HR principles to improve organizational efficiency and employee satisfaction. Seeking an entry-level HR position to utilize my skills in talent acquisition, employee relations, and performance management.

INTERNSHIPS

K12 Techno Services BUSINESS DEVELOPMENT ASSOCIATE (13th june 2025 -present)

- Generating leads through various outreach methods.
- Driving admissions by showcasing the value of Orchids' education system.
- Managing follow-ups and conversions.
- Collaborating with the marketing and academic teams.

A Study on Training & Development at Hindusthan Petroleum Corporation Limited (8th may 2025 -23th June 2025)

- Classification of need analysis
- Study of categories of training needs in HPCL
- Methodology of study and study of areas in which training is needed.
- Activities of training & development

HR Intern at Chitransh Technologies 16th May 2024 - 29th June 2024

- Posting Job Ads on different social media .
- Conducted Candidate Sourcing through Social Networking Sites.
- Conducted candidate screening based on the candidate profile and role.
- Maintain Candidate database with relevant Information.
- Confirming and Coordinating Interviews with prospective Candidates.
- Network Building Via Social Networking sites and Calls.

Java Full Stack Intern (17th April 2023-15th July 2023)

- Basic understanding of Java programming.
- Practical Experience of Java Programming Language

CERTIFICATIONS

- A certificate on Study on Training and Development by Hindusthan Petroleum Corporation Limited.
- Certified by Pearson Mepro, makers of PTE and GlobalEnglish Standard.
- Human Resource Development and Industrial Relations Course completion certificate by Andhra University.
- Intellectual Property Rights Course completion certificate by Andhra University.
- Java full Stack Internship certificate By DataPro

CONTACT

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EDUCATION

Andhra University

Master of Business Administration in Human Resources - **2023 - 25 (CGPA-7.58)**

Aditya degree college

Bachelors of Science in Mathematics, statistics, and computer science - **2020 - 23 (CGPA -8.52)**

Sri Gayathri Junior college

Intermediate in Mathematics, Physics and Chemistry(MPC) - **2018 - 20 (CGPA-8.07)**

Chalapathi High school

S.S.C [10thclass]- **2017 - 18 (CGPA-9.7)**

SKILLS

- Recruitment
- Talent Acquisition
- Head Hunting
- Basics of DBMS
- Job posting
- Candidate sourcing
- Microsoft Excel

LANGUAGES

- **Telugu** - Mother Tongue
- **English** - Proficient
- **Hindi** - Conversational