

SHAIK NAGEENA

HR RECRUITMENT GENERALIST

PHONE | (+91) 7893050797
EMAIL | nageenashaik789@gmail.com
LOCATION | Bengaluru, INDIA
EXPERIENCE | Fresher

Key Skills

- Human Resource Recruiter
- Decision Making
- Performance Management
- Time Management
- Onboarding
- Onboarding Human Resources Executive
- HR Administration
- Talent Acquisition
- Sourcing Profiles
- MS Office Word
- MS Office
- Advanced MS Excel
- Employee Relations
- Adaptability
- End To End Recruitment

Languages

- English
- Telugu
- Hindi
- Urdu
- Tamil

Profile Summary

Seeking a stimulating career in the faculty field to apply my expertise and elevate organizational success. Dedicated to refining my skills and contributing innovative solutions to drive the institution towards excellence. Proficient in communication, interpersonal interactions, and adept at time management and decision-making. A quick learner with a strong grasp of basic computer operations. Known for adaptability and adept at identifying and resolving challenges.

Work Experience

HR Recruitment Generalist

OM SHARA INFOTECH PRIVATE LIMITED-
BENGALURU

03/2025 - 05/2025

- Conducted end-to-end recruitment processes for various departments, including sourcing, screening, interviewing, and onboarding candidates.
- Utilized online job boards, social media platforms, and networking events to attract top talent and build a strong candidate pipeline.
- Collaborated with hiring managers to understand their needs and requirements, ensuring a smooth and efficient recruitment process.
- Successfully filled key positions within tight deadlines, contributing to the growth and success of the organization.

Internship

Social links

- www.linkedin.com/in/nageena-shaik-251a672a6

ITC's Agri Business Division, 3 Months

- Conducted in-depth research on industry best practices for employee recruitment and selection, resulting in the optimization of hiring processes.
- Assisted in the coordination of various stages of recruitment, resulting in a 20% reduction in time-to-hire and improved candidate experience.
- Collaborated with team members to streamline the interview process, leading to a 15% increase in the quality of hires.

Education

MBA/PGDM - HR/Industrial Relations

2025

Mahendra Engineering College, Salem- Tamilnadu

Grade - 8.21/10

B.Sc - Chemistry

2022

Chaitanya Bharathi Degree College, Chirala- Andhra Pradesh

Grade - 88%

12th

2019

Andhra Pradesh , English

Grade - 8.34%

10th

2017

Andhra Pradesh , English

Grade - 8.7%

Projects

EMPLOYEE RECRUITMENT AND SELECTION

3 Months

- Executed a 3-month project and internship focused on employee recruitment and selection at Visakhapatnam Port Trust, Andhra Pradesh.
- Assisted in implementing recruitment strategies and interviewing techniques.

- Contributed to the development of selection criteria and assessment methods.
- Collaborated with team members to streamline the recruitment process and enhance candidate experience.