



VINEELA
REDDY

Contact

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Skills

- Teamwork and collaboration
- Problem-solving
- Adaptability and flexibility
- Presentations
- Report writing
- Multitasking and organization
- Project Support
- Outstanding communication skills

Highly motivated and results-oriented professional with an MBA in Human Resources. Equipped with a solid academic foundation in HR principles and practices, combined with practical experience in team leadership and project coordination. Possessing strong communication, collaboration, and problem-solving abilities, eager to contribute to an organization's HR success.

Work History

BPA (Business Process Associate) | NUKG Business Solutions | Begumpet Hyderabad, IN 2024 – 2025

Company overview: NUKG Business Solutions Pvt. Ltd. is an Indian company specializing in Employee Benefits Administration and Benefits Data Management Support Services. Based in Hyderabad, they aim to be a "One-Stop-Shop" for these services, utilizing an Employee Benefits Administration Platform and AI-driven technology to enhance customer satisfaction and business value.

- Worked on client operations, assisting with various aspects of client interaction and service delivery.
- Assisted with process analysis and documentation to identify areas for improvement within business operations.

Intern | Vensur Consulting LLP | Hyderabad, IN (May- June) 2024

- Company Overview: An internship program in Audit and Tax Consultancy firm involves helping with financial reviews, tax calculations, and ensuring companies follow financial rules
- Assisted with financial reviews and tax calculations for various clients.
- Supported the audit team in preparing financial statements and related documentation.

Education

Master of Business Administration (MBA) | Aurora PG College – Hyderabad (2023 – 2025)

- Specializations: Human Resources | GPA: 95.00%

Bachelor of Business Administration (BBA) | SR Degree And PG College For Women - Warangal (2020 – 2023) | GPA: 75.00%

Client relationships

Project management

Languages

English

Telugu

Hindi

Intermediate (XII: MEC) | SR Junior College - Warangal (2019 – 2020) | GPA: 89.20%

Secondary School Certificate (X: SSC) | SR Edu Centre – Warangal (2017 – 2018) | GPA: 90.00%

Accomplishments

- Successfully completed CA Foundation.

Certifications publications

Audit and Tax Consultancy Firm internship certificate.

Extracurricular Activities

Active Member, [HR Club, Consulting Club]: Participated in organizing workshops and networking events, fostering professional development and peer collaboration.

Volunteer Consultant: Engaged in pro bono consulting for local organizations, leveraging business acumen for community impact.

Projects

- Executed an 'Employee Retention' project, (2025) analyzing critical factors influencing workforce satisfaction and retention through a comprehensive case study at Maruti Suzuki. Developed data-driven recommendations to enhance organizational strategies and foster a more engaged workforce
- Customer Satisfaction Tata, (2023) It focused on improving customer satisfaction for Tata passenger cars by gathering feedback, addressing concerns, and enhancing the overall ownership experience.

Positions Of Responsibility

Team Leader

As the team leader, I guided my team in improving customer service processes, ensuring smooth communication, quick problem-solving, and a better experience for customers.

Technical Skills

- **MS Office Suite:** Proficient in Word, Excel and PowerPoint
- **Data Analysis:** Ability to analyse HR data for reporting and insights (basic HR metrics, employee turnover analysis).
- **Communication Platforms:** Experience with collaboration tools (Microsoft Teams).
- **Tally:** Beginner level proficiency.