

PAPPU DEENA

Ph no : 9010670182

Email Id : deenap896@gmail.com

OBJECTIVE

I am looking for the best opportunity that ensures my skills and knowledge to enhance my career along with my organization development.

EDUCATION

Degree	Institute	Board/University	Percentage	Year
MBA (HR)	Aditya Engineering College	JNTU Kakinada	74.67	2025
BSc (MSCs)	GBR Degree College	Adikavi Nannaya University Rajahmadri	79.72	2023
MPC	GBR Junior College	Board Of Intermediate Education	75.43	2020
SCC	ZP High School	Board Of Secondary Education	92.15	2018

SKILLS

- Power BI (Beginner)
- MS Office (MS Excel, MS Word, MS Power point)
- Proficient in Typing
- Analytical Skills
- Communication and Interpersonal Skills

CERTIFICATIONS

- Letter of Recommendation, Experience Letter & Certificate of Completion - Shakti Squad
- Certificate Programme in Banking, Finance and Insurance (Star) - Bajaj Finserv
- Naukri Mastro Recruiter
- Rockstar Certification (LMS) - TQuanta Technologies
- Excel for Beginners - Great Learning
- Microsoft Word 2013 Basic - Alison
- Principles of Management - Great Learning
- Python Programming - EPRO Academy
- Pearson MePro

PROJECTS/INTERNSHIPS/EXPERIENCE

- **HR Executive Intern (Online) – Recruitment & Team Management | Shakti Squad | Jun 2025 – Sep 2025**
- **HR Recruiter | TQuanta Technologies Pvt. Ltd., Hyderabad | Feb 2025 – Mar 2025**
- **HR Associate Intern (Online) | The Entrepreneurship Network (Limitless Technology LLP) | May 2024 – Aug 2024**
 - Managed sourcing, screening, job/feed posting & interview scheduling via LinkedIn & Naukri.
 - Conducted 1200+ professional telephonic interviews; shared shortlisted profiles, managed interview follow-ups & updated candidate details in Excel trackers.
 - Performed recruitment, documentation, offer coordination & employee relations.
 - Coordinated training sessions, online meetings for new hires, team meetings & performance tracking.
 - Handled email communication, supported HR operations, and earned “Star of the Day” within 21 days of probation period for excellent performance.

- **HR Intern (Offline) – Employee Welfare | ITC ABD, Anaparthi | May 2024 – Jun 2024**

- Compared welfare facilities with Factories Act 1948 and standing orders with Standing Orders Act 1946, ensuring legal HR alignment.
- Gained knowledge in HR policies like PF, Gratuity, contractor roles, and payroll.
- Learned HR qualities, Excel, recruitment, and training.
- Contributed to employee engagement and safety programs.
- Conducted plant visit and canteen survey for welfare improvements.
- Assisted in audit document and asset verification.
- Gained insights into union functions and canteen management.

- **I completed a two-month online internship in Python programming from EPRO Academy.**

HOBBIES AND INTERESTS

- Practicing arithmetic and reasoning
- Reading books and newspaper
- Playing out door games

ACHIEVEMENTS & AWARDS

- 1st prize certificate (Telugu Language Day, 2024)
- Appreciation prize and certificate (Elocution competition, 2024)
- 2nd place certificate (Divyank event, 2023)
- 1st prize shield (Koko game, 2019)
- Kabaddi runners-up shield (2019)
- 2nd prize shield (Independence Day dance, 2018)
- 1st place cups and medal (10th grade studies, 2018)
- 1st place certificate and medal (8th grade studies, 2016)
- 2nd place certificate (8th grade running, 2016)
- Participation certificate (Reliance Dhirubhai Ambani quiz, 2016)
- 1st place certificate and medal (7th grade studies, 2015)
- Participation cum merit certificate (folk dance, Yuva Tarangalu, 2015)
- 1st place certificate (civic knowledge test in Hindi literature, 2013)

PERSONAL DETAILS

Name : Pappu Deena

Date Of Birth : 06/06/2003

Gender : Female

Father's Name : Pappu Adinarayana

Nationality : Indian

Languages Known : Telugu, English, Hindi(Basic)

DECLARATION

I hereby declare that the above mention details are true to the best of my knowledge.

Date:

Place:

P.Deena