

TANGALLAPALLY GAYATHRI

📍 Hyderabad, Telangana | 📞 7386179164 | ✉️ gayathritangallapally@gmail.com |
🌐 LinkedIn <https://www.linkedin.com/in/gayathritangallapally>

Professional Summary

I am a motivated individual completed a Master's degree in **MBA Hr&Ba**. I possess strong technical skills, especially in **data management** and **analysis**, gained from my experience as an **ERP Office Assistant**. I am eager to contribute my abilities in a professional setting, enhance my expertise, and build a successful long-term career in a progressive organization

Professional Experience

ERP- Office Assistant

Malla Reddy College Of Engineering and Technology – Hyderabad
02/2023 – Present

- Data Management: Store, Organize, And Maintain Accurate Data in Excel And Other Platforms.
 - Data Analysis: Analyse And Generate Insights From Data To Support Decision-Making.
 - Data reporting: Prepare and present data reports to stakeholders (students, faculty, etc.).
 - System administration: Manage student and faculty logins, access, and data storage.
 - Technical support: Troubleshoot data-related issues and provide support to users.
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Education

MBA – Human Resource Management (*Minor: Business Analytics*)
Malla Reddy College of Engineering and Technology, Hyderabad – 2025

- Project: *Employee Engagement and Satisfaction Survey Analysis* – HCL
 - Collected and analyzed employee feedback, measuring engagement scores.
 - Designed recruitment process improvement suggestions to enhance cultural fit and retention.

B.Sc. Computer science
Gouthami Degree College, Hyderabad – 2022

Intermediate in MPC
Sri Chaitanya Junior College, Hyderabad – 2019

Academic Projects

- **Employee Engagement and Satisfaction Survey Analysis – HCL**
 - Conducted survey analysis on employee engagement factors and developed recommendations for improving **employee satisfaction and retention**.
 - Applied **data analytics** in Excel and Power BI to identify patterns in recruitment and engagement trends.
 - **Recruitment Process Optimization Study**
 - Designed a mock recruitment framework including sourcing, screening, interviewing, and on boarding processes aligned with **diversity and inclusion best practices**.
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Technical Skills

- Operating Systems: Windows, Ubuntu.
 - Packages: Micro soft office- MS Excel, PowerPoint, Word
 - Programming languages: Python, Data Analytics, HTML
 - Power BI (Basic Recruitment Data Analysis)
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Certifications

- **Power-BI – b10X**
- **Certification of completing a python Language – Shiva Sai institute**
- **AI Tools and CHATGPT Workshop – b10X**