

JANAKI LAKSHMI N

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Career Objective:

A highly motivated MBA graduate in HR and Finance seeking an HR Executive role to apply my knowledge in recruitment, employee engagement, and HR administration. Passionate about contributing to efficient HR operations while gaining hands-on industry experience.

Experience:

Junior HR Executive

Womenova Agro Food Park Private Limited, Kavuri Hills, Madhapur

2025 April 10 – Present

- Managing end-to-end recruitment processes: sourcing candidates, screening resumes, scheduling interviews, and follow-ups
- Regularly updating and maintaining accurate employee attendance records
- Assisting in general administration tasks and supporting day-to-day office operations
- Maintaining employee records and HR documentation
- Coordinating onboarding for new hires and supporting employee engagement activities

Education:

- MBA in HR & Finance – Sri Vasavi Engineering College (2022-2024) – 73.8%
- BSc in Computers – Dr. SRK Degree College (2019-2022) – 87%
- Intermediate (MPC) – Dr. SRK & KSR Junior College (2017-2019) – 86%

- SSC (10th Grade) – ZPH School (2016-2017) – 88%
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Projects:

Financial Performance Analysis of Sree Satyanarayana Spinning Mills, Tanuku through Working Capital Management

- Analyzed working capital management and its impact on financial performance
 - Studied the utilization of available funds for daily operations
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Industrial Visit:

- Jocil Private Limited, Dokiparru – Gained insights into industrial HR practices and financial operations
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Skills:

- HR and Administration: Employee Engagement, HR Documentation, Recruitment Coordination
 - Technical Skills: Microsoft Office including Word, Excel, and PowerPoint, Power BI, Tableau
 - Soft Skills: Strong Communication, Time Management, Quick Learner, Collaboration
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Certifications:

- Microsoft Excel – Udeemy
 - Advanced Excel, Power BI, and Tableau
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Achievements:

- Participated in Business Quiz Competitions
- Recognized in Business Events such as Young Manager and Market Minds

Strengths:

- Managerial and Organizational Skills
- Hardworking and Adaptable
- Ability to Collaborate Effectively

Personal Details:

- Date of Birth: 09 May 2002
- Gender: Female
- Location: Gundepalli, Nallajerla Mandal, Andhra Pradesh, 534111