

MALE AKSHAYA RANI

HUMAN RESOURCES



CONTACT

+916301768306

maleakshayarani826@gmail.com

SR Nagar, Hyderabad

<https://www.linkedin.com/in/akshaya-rani-50618a2b5>

TECHNICAL SKILLS

- Recruitment and Selection
- Training Development
- Employee Relations
- Payroll & Attendance management
- Effective Communication
- Critical Thinking
- MS Office

LANGUAGES

- English
- Telugu
- Hindi

REFERENCE

Dr . SHAIK Mahaboob Basha

Dr abdul Haq Urdu University /
Principal

Phone: +918341511632



PROFILE

MBA graduate in Human Resource Management with good understanding of HR concepts like recruitment, training, payroll, and employee relations. Strong communication and teamwork skills. Eager to learn and grow in the HR field. Looking for an opportunity to start my career and contribute to a company's success.



PROJECT EXPERIENCE

Postgraduation Project

2022 - 2024

Recruitment and Selection

- Conducted a detailed study on recruitment and selection processes in organizations. Analyzed various sourcing methods, selection techniques, and their impact on employee performance. Gained practical understanding of end-to-end hiring procedures and HR best practices.

Graduation Project

2019 - 2022

ELITE SUPER MARKET

- "Elite supermarkets offer high-quality products and excellent customer service in a luxurious setting. They cater to customers looking for premium goods and a unique shopping experience."

CERTIFICATION

2024 - 2025

Computer Application and Business Administration

DR Abdul Haq Urdu University, Kurnool

- MS OFFICE (Word , Excel , Power Point)
- Basics of Tally ERP 9
- HR and Finance Skills



EDUCATION

Master of Business Administration

2022- 2024

Dr Abdul Haq Urdu University , Kurnool

GPA: 7.9 / 10

Bachelor of Computer science

2019- 2022

Rayalaseema univeristy , kurnool | Sri venkateswara degree college

GPA: 8.3 / 10