

Bommeraboina Sreevidya

Indiranagar, Ramanthapur, Hyderabad – 500013
bsreevidya0607@gmail.com | +91 7095533204 | LinkedIn-Sreevidya

ABOUT ME

A motivated and proactive HR enthusiast with excellent communication and organizational skills, pursuing an MBA (HR) and seeking to launch my career in human resources. Eager to contribute to recruitment, employee engagement, and HR operations in a growth-driven organization.

EDUCATION

Master of Business Administration - MBA (HR)

2023 – 2025

Osmania University, Hyderabad

KEY EXPERTISE / SKILLS

- **HR Skills:** Recruitment support, onboarding, documentation, employee engagement.
- **Tools:** MS Office (Excel, Word, PowerPoint), basic HRIS exposure.
- **Soft Skills:** Communication, team collaboration, attention to detail, time management.
- **Other:** Report writing, data handling, presentation skills.

PROFESSIONAL EXPERIENCE

PeopleTech Technology, Hyderabad

May 2025 – July 2025

HR Intern

- Supported the HR team in daily administrative tasks and employee documentation.
- Assisted in recruitment: drafted job postings, screened resumes, scheduled interviews.
- Coordinated onboarding and induction programs for new hires.
- Helped organize employee engagement activities and training workshops.
- Maintained employee records and prepared HR-related reports and presentations.

ACADEMIC PROJECTS

Budgeting and Financial Planning for Green Leaf Café

01/2022 – 02/2022

- Prepared financial budgets and reports, ensuring alignment with operational goals.
- Collaborated with peers to analyze cost optimization strategies.
- Demonstrated presentation skills by delivering insights to faculty and peers.

Market Research on Consumer Behavior for Spice Junction

11/2021 – 12/2021

- Conducted surveys to understand consumer trends and preferences.
- Analyzed data and created comprehensive market research reports.
- Displayed teamwork and communication in coordinating with stakeholders.

ACHIEVEMENTS

- Recognized for outstanding performance in academic projects.
- Leadership Award – Served as Class Representative demonstrating communication and coordination.
- Completed skill development workshops organized by Barclays.

INTERESTS

Human Resource Management, Recruitment, Talent Development, Employee Engagement, Learning Development