

MADHAVI N

OBJECTIVE

Seeking an entry level position to start the career where I could perform knowledge and training experience for the better growth of the firm.

EDUCATION

- MBA(Human Resource) in Avanthi PG college (Osmania University) in 2022 to 2024
- Degree B.Com(Computer Applications) Osmania University with 88% in 2022
- Intermediate (MPC) Board of Intermediate with 73 % in 2019
- SSC Board of Secondary School with 82% in 2017

TECHNICAL SKILL SET:

- Knowledge in MS-Office
- Computer Skills
- C-Language (Basics)

WORK EXPERIENCE:

- **Worked for:** Peribott dynamics LLP
- **Duration:** May 2025 to July 2025
- **Role:** HR Intern
- **Location & Project:** PSR prime towers Gachibowli Hyderabad
- **Roles & Responsibilities:**
- I was actively involved in the entire recruitment process from
 - Drafting job descriptions
 - Screening resumes
 - Coordinating interviews
 - Assisting in onboarding

PROFESSIONAL SKILLS:

- Good communication skills and interpersonal skills
- Interest in taking up new challenging targets
- Leadership and team work
- Self-Learning

STRENGTHS:

- I can adapt to any kind of environment
- I want to be the best where ever I work
- Interest in taking up new challenging targets
- Leadership and team building
- Self-Learning

ADDRESS & PERSONAL DETAILS:

Marital Status: Single

Gender : Female

Phone Number : 7569405365

Email Id : madhavijoy0103@gmail.com

Place : Hyderabad

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge