

KRISHNASHREE SAHOO

MBA Graduate in Human Resources

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Madhapur, City - Hyderabad, State - Telangana

PROFESSIONAL SUMMARY

Highly motivated and results-oriented MBA graduate in Human Resources with a strong academic foundation and a passion for driving organizational success through effective people management. Seeking an HR leadership role where I can leverage my advanced knowledge in talent acquisition, employee development and HR strategy to optimize workforce performance and foster a positive workplace culture.

SKILLS SUMMARY

- Attention to Details
- Employee Engagement
- Employee Relations
- HR Operations
- Onboarding & Offboarding
- Process Execution & Documentation
- Data Recording & Activity Tracking
- MS office
- Performance Management
- Training and Development
- Talent Acquisition and Recruitment
- Interpersonal Skills
- Communication Skills
- Employee Lifecycle Management
- Advanced Excel
- HR Administration

PROFESSIONAL EXPERIENCE

GAO Tek Inc.

HR INTERN (Assistant Team Leader)

Sept 2024 - Nov 2024

- Assist the Team Leader in developing and implementing HR procedures.
- Assists in the recruitment process by coordinating more than 60 interviews of interns.
- Coordinates 5 interns training programs to ensure skill development.
- Monitors the performance of the interns and Manages HR documentation, including Interns tracker sheet.

HR INTERN

July 2024 - Sept 2024

- To attract the candidate for various job openings using Job boards, social media and headhunting,
- Screened more than 50 resumes and applications.
- Prepare and Conduct more than 35 induction and 30 interview of the Shortlisted Candidates.
- In my internship tenure, i need to hire 15 candidates that was my target but i onboarded 28 candidates.
- Prepare onboarding materials and conduct orientation sessions for new hires.

Star Union Dai-ichi Life Insurance Company, Berhampur

INSURANCE TRAINEE

Jun 2023 - Sept 2023

- As an insurance trainee, i used to provides service to clients' changing insurance needs by selling life insurance.
- Establishes productive working relationships with clients. Develops base for long-term sources of clients.

PROJECTS

ODISHA HYDRO POWER CORPORATION LIMITED (OHPC)

JAN 2023 - FEB 2023

- In this project, by using the secondary data collected from the different sources I used to examine the firm life cycle of Odisha Hydro Power Corporation Limited (OHPC) to determine the overall growth of the firm.
- I am also able to evaluate the total productivity of the firm, estimate the future growth of the firm and to understand the efficiency positions of the firm during the study.

EDUCATION

• MBA-Master of Business Administration

Specialization in Finance and Human Resource

Berhampur University, Berhampur, Odisha
(2021-2023) CGPA - 7.75

• Bachelor of Science - Botany (Hons.)

Swami Vivekananda Memorial College,
Jagatsinghpur (2015-2018) CGPA - 7.37

• 12th Science-CHSE

Gadibrahma Mahila Mahavidyalaya, Jagatsinghpur
(2013- 2015) Percentage- 52.83%

• Matriculation-HSE

Govt. Girl's High School, Jagatsinghpur
(2008-2013) Percentage- 58.33%

CERTIFICATIONS

- **Advanced Excel** from Udemy.
- **Navigating Employee Relations as an HR professionals** By LinkedIn Learning.
- **Human Resources: Managing Employee Problems** By LinkedIn Learning.
- **Talent Management** by LinkedIn Learning.
- **Building Accountability into Your Culture** by LinkedIn Learning.

VOLUNTEERING

- As a NSS volunteer I have actively participating in various community service activities and initiatives.
- I also involved in various community service projects such as awareness campaigns, cleanliness drives, tree plantation, health camps, and literacy programs.