

KONDALA ROJA RAMANI

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Aspiring HR Executive | Talent Acquisition | MBA in HR & Business Analytics

Profile

Enthusiastic and detail-oriented MBA (HR & Business Analytics) candidate with hands-on experience in core HR functions including recruitment, onboarding, payroll, employee engagement, and HR operations. Proficient in SAP SuccessFactors and ATS tools. Eager to contribute to organizational growth through strategic HR practices and data-driven decision-making

Internship

HUMAN RESOURCES INTERN | SRI VIJAYA VISHAKA MILK PRODUCERS LIMITED
| Vishakhapatnam, India

- Managed recruitment tasks including resume screening and interview coordination.
- Supported payroll processing and ensured accurate maintenance of employee records.
- Conducted employee satisfaction surveys; analyzed data to recommend cultural improvements.
- Organized training sessions and monitored post-training employee performance.
- Maintained HR documentation and supported compliance activities.

Education

MBA: June 2025

Vignan's Institute of Information Technology – Visakhapatnam GPA: 8.33

B. PHARMACY-2023

Avanthi Institute of Pharmaceutical Sciences – Visakhapatnam GPA: 7.67

Academic Project

Performance Appraisal Analysis – Sri Vijaya Vishaka Milk Producers Co. Ltd.

- Studied performance management techniques like BARS and MBO.
 - Collected data from employee feedback and survey responses (sample size: 150).
 - Evaluated fairness, effectiveness, and transparency of appraisal systems.
 - Recommended actionable improvements to performance evaluation criteria.
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Certifications & Courses

Talent acquisition and management

Institution: NPTEL (National Programme on Technology Enhanced Learning)

Duration: 12 Weeks

Successfully completed a 12-week certification program covering key concepts and strategies in Talent Acquisition and HR Management. The course emphasized workforce planning, competency-based recruitment, employer branding, selection methodologies, and structured onboarding. Developed a strong foundation in aligning talent strategies with business objectives, enhancing both recruitment effectiveness and employee retention.

Skills

HR Functional Skills:

Talent Acquisition, Performance Appraisal, Onboarding, Employee Engagement, Payroll Support

HR Tools:

- SAP SuccessFactors (Recruiting Module), ATS Handling, MS Excel, Word, PowerPoint, Canva

Soft Skills:

- Communication, Teamwork & Collaboration, Problem-Solving, Time Management

Extracurricular Activities

- Participated in HR & Analytics workshops and webinars
- Participated in business case competitions related to HR & Analytics
- **Team Lead, [KARTHAVYA 2K24]**
 - Led and coordinated community outreach program.
 - Mobilized a team of volunteers in raising funds, distributing aid.

Languages

English – Fluent

Telugu – Native

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.