

BANDARU RACHANA

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Summary

Dynamic HR professional with HR Associate internship experience. Skilled in aligning people strategy with business goals and driving performance management. Strong foundation in HR practices, ready to lead initiatives that enhance business success and employee engagement.

Internship Experience

HR Intern MNC Job Wala - Recruiting candidates through LinkedIn, managing the full recruitment cycle from sourcing to onboarding. - Sending offer letters and handling the complete onboarding process, ensuring a smooth integration for new hires. - Maintaining Excel sheets to track recruitment progress, interview outcomes, and performance metrics.	10/2024 to 11/2024 Remote, India
TA Intern - Trainee SignOff Semiconductors - Sourced and screened 50+ candidates. - Posted job openings and recruited HR interns through LinkedIn, managing the entire recruitment cycle. - Managed Excel sheets to track candidate information, monitor recruitment progress, and analyze hiring data. - Successfully placed 7 candidates in various positions through end-to-end recruitment efforts	03/2025 to Present Hyderabad, India

Education

MBA: Human Resource (HR) Specialization – 8.5 CGPA Aditya Educational Institutions	08/2023 Andhra Pradesh, India
Bachelor of Science: Agriculture – 7.0 CGPA Hemavati Nandan Bahuguna Garhwal University	05/2023 Uttar Khand, India
Higher Secondary School Certificate – 9.25 CGPA Aditya Junior College	07/2019 Andhra Pradesh, India

Project on Employee Retention

Sri Ramdas Paper Boards Pvt LTD – Kadium, AP. - Employee Retention, enhance employee engagement and reduce turnover rates. - Analyzed key factors influencing employee retention and strategies to enhance retention rates. - Consistently received positive feedback from 80% of employees, indicating increased satisfaction and commitment to the organization.

Skills

Management Tools - Recruitment - Onboarding	Technical skills - MS Excel - MS Word
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HR Master Certification - Keka Academy

- Completed expert-led sessions, case studies, and online courses on HR functions and best practices. - I learnt practical knowledge of Keka HRMS tools for streamlining HR processes.
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