

GALIPELLI NAYANA

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Career Objective

- “MBA graduate specialized in Human Resources, seeking an entry-level HR role where I can utilize my knowledge in recruitment, employee engagement, and HR operations to contribute to organizational growth and develop professionally.”

Education

Anurag University

Master of Business Administration-8.68 CGPA

Oct. 2023 – Sep 2025

Hyderabad, Telangana

Satavahana University

Bachelor of Science-8.75 CGPA

June. 2020 – July 2023

Jagtial, Telangana

Specializations in MBA

Human Resources – Talent Acquisition, Employee Engagement & Retention, Compensation and Benefits

Experience

Oblige IT Solutions pvt ltd —HR IT Recruiter Intern |

June,2025-Sep,2025

Role Overview

HR IT Recruiter managing end-to-end recruitment for IT roles in a fast-paced environment.

Key Responsibilities

- Sourcing & screening candidates via Naukri, LinkedIn, Boolean search, and ATS.
- Coordinating interviews, engaging with candidates, and ensuring smooth hiring.
- Assisting in offer rollouts, negotiations, and onboarding.

Key Achievements

- Successfully closed 2 IT positions for HCL client within tight timelines.
- Enhanced efficiency in permanent and contract hiring.

Skills

Technical & Analytical Skills: Ms Excel (LOOKUPS, Pivot table basics), Ms Word, PowerPoint, Google sheets

HR Skills: Recruitment Life Cycle Job Posting, Sourcing, Screening, Interview Scheduling, Offer Rollout, Onboarding, Exit Formalities), Naukri resdex sourcing, LinkedIn Boolean search, ATS, Employee Engagement, HR metrics

Soft Skills

Communication, Negotiation, Presentation skills, Relations building, Adaptability, Multitasking, Strategic thinking, Cold-calling

Projects

Social Immersion Project – Impact of steroids on Bodybuilders | Data collection and Analysis

May 2024

- Researched the physiological, psychological, and social effects of steroid use in bodybuilders.
- Collected and analyzed data through surveys and interviews with fitness experts and athletes.
- Evaluated health risks, ethical concerns, and legal implications of steroid abuse.
- Developed skills in research, data analysis, critical thinking, and report writing.

Company Analysis Report | GENPACT

Feb 2024

- Analyzed Genpact's business model, financial performance, and market position.
- Conducted SWOT analysis to assess growth opportunities and risks.
- Evaluated key financial metrics and strategic initiatives.
- Developed skills in business analysis, research, and strategic planning.

Certifications

Talent Acquisition | HRCI- Coursera

May 8, 2025

- In this Talent Acquisition course, I have learnt 1. Creating a recruitment strategy 2. Performing a job analysis and writing a job description 3. Explaining the talent acquisition life cycle 4. Identifying core elements of negotiation, job offers, and employment contracts 5. Implementing best practices for employee onboarding.

Interest

- Painting, Paper Crafts, Cooking