

MADANA AISHWARYA

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CAREER OBJECTIVE

- Aspiring for promising career where my skills can be utilized to support the Organization and also my personal growth

EDUCATION

Degree/ Examination	Year of Passing	School/Institute	Board/University	Percentage/ Grade
Management in Business Administration	2024	Rajeev Gandhi Memorial College of Engineering & Technology	JNTU-(Anantapur)	8.7
Bachelor of science (BZC)	2021	PSC KVSC Govt College, Nandyal	Dr.BR. Ambedkar Open University	7.0
Intermediate	2016	Bala junior college	Board of Intermediate Education	85.2
SSC	2014	Wisdom EM&TM High School	Board of Secondary Education, AP	8.0

WORK EXPERIENCE

Company: IBM

Role: Jr. HR Associate

Team Size: 11

Responsibilities: Worked in Onboarding team where I trained to create the records of full-time employees and Back ground verification process

HRMS Tools: I have experience working with Letter Automation Tool (LAT), SAP Success Factor (HR), ServiceNow, and Fieldglass (Contingent workforce management). I am looking forward to leveraging these platforms to drive process improvements

Technical Certification

Completed a twelve week online certification course in “Training and Development “from NPTEL, IIT Kharagpur in 2022

Completed a twelve week online certification course in “Designing Work Organization” from NPTEL, IIT Madras in 2023

AREAS OF INTEREST

- Human Resources

SOFTWARE SKILL SET

- MS Office
- MS Excel
- MS Power point

EXTRA CURRICULAR ACTIVITIES

- Actively participated in a National Level Technical Paper Symposium "TECHNOBRAIN-2K23 "
- Participated in School Games Federation of Andhra Pradesh 61st SGF Andhra Pradesh State Soft Ball championship under 19 Boys & girls ☑ Received award of Excellence in Soft skills

STRENGTHS

- Positive Attitude
- Strong Work Ethic
- Inter personal Skills

PERSONAL DETAILS

- Father's Name : Mr .M.Prudhvi Raj
- Date of Birth : 09-08-1999
- Linguistic Proficiency : Telugu, English
- Address : H:no-21, Abdullah Greencity, Nandyal, kurnool(D) ,
Andhra pradesh

DECLARATION

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

Date:

Signature