

M.Shravya Reddy



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Professional Summary

Motivated MBA candidate with 1.8 years of experience in talent acquisition, possessing strong communication, analytical, and interpersonal skills. Proven ability to support in end to end recruitment. Eager to contribute to organizational growth by delivering effective human resource solutions in a dynamic environment..

Professional Experience

Talent Acquisiton, [Tech M], [Hyderabad], [India]

Feb 2025 – Present

- Monitored and verified employee attendance records to maintain accuracy in payroll computation and adherence to company standards.
- Source potential condidates from various online channels (e.g. social media and professional platforms like linkedin and naukari).
- End to End recruitment like scheduling interviews, salary negotiation, releasing offer letter on-boarding and exit formalities.
- Coordinated and executed structured induction and onboarding programs to support smooth integration of new hires into the organization.
- Supported daily HR operations, including employee engagement initiatives, HR documentation, and general administrative responsibilities.

HR Recruiter, [Cominds solutions- Nov 2023-Jan 2025]

- Design and update job descriptions..
- Interview candidates via phone, video and in-person.
- Screen incoming resumes and application forms.
- Source potential condidates from various online channels (e.g. social media and professional platforms like linkedin and naukari).
- End to End recruitment like scheduling interviews, salary negotiation, releasing offer letter on-boarding and exit formalities.
- Provide shortlists of qualified candidates to hiring managers.
- Act as a consultant to new hires and help them onboard

Education

- Master of Business Administration (HR) – Malla Reddy engineering and management science | Year : 2022 - 2024
- Bachelor in Computer science (B.com) – New Noble Degree College | Year :2019-2022
- Diploma(HS) – GDSTC | Year : 2016 - 2019
- SSC – Gayathri High School| Year : 2016

Languages

- English
- Telugu
- Hindi

Skills

- MS Excel
- MS Word
- Time Management
- Employee Engagement
- Employee Onboarding
- Problem-Solving
- Communication
- HR Documentation
- Multitasking

Project

- I have done a project on “Increasing work engagement in multinational companies”. Where I have to research how to make employees in engaging in the work more efficiently.

Hobbies

- Reading Novels
- Painting
- Listening music