



KUDA SWETHA

D No 3-140/51 Flat No 402 Kalpana enclave Gallavanipallem
Agnampudi
7095755531 | kudaswetha@gmail.com

Objective

Motivated HR professional with a proven track record in talent acquisition, employee relations, and HR strategy. Seeking a challenging position where I can leverage my experience to contribute to a positive and efficient workplace, fostering employee growth and organizational success.

Experience

- Mikil Staffing and Manpower Pvt Ltd**
HR Recruiter
As an HR Recruiter, I'm responsible for sourcing, screening, and selecting candidates for various positions within the company. I collaborate with hiring managers to understand their needs, conduct interviews, and manage the entire recruitment process. Additionally, I stay updated on industry trends and ensure a positive candidate experience.

Education

- Andhra University** 2021
Master of Human Resource Management
7.76
- Andhra University** 2019
Bachelor of commerce
7.59
- Andhra University** 2016
CEC
7.78
- Ravindra Bharati School** 2014
SSC
8.2

Skills

- Problem Solving Decision Making Innovative and creative Communication and interpersonal skills

Projects

- Human Resources Development Practices and Policies Internship**
Assisted in implementation and execution of HRD practices and policies to enhance employee performance and engagement.
Contributed to development and delivery of training programs, including designing training modules and materials.
Participated in analysis and evaluation of training effectiveness, collecting feedback from participants and making recommendations for improvements.
December 2020
- Human Resources Policies And Policies**
Collaborated with HR professionals to develop and deliver training programs on various topics.
Developed comprehensive employee handbook outlining HR policies, procedures, and benefits.

Participated in manpower planning activities, including job analysis, job descriptions, and workforce forecasting.

Achievements & Awards

- **CERTIFICATIONS** Participated in the National Cadet Corps (NCC) during intermediate studies. Developed leadership, teamwork, and discipline through various training exercises and camps. Acquired skills in physical fitness, weapon handling, and crisis management

Interests

- Surfing through Internet
- Participating in Social Activities

Languages

- English
- Hindi
- Telugu

Additional Information

PERSONAL DETAILS

Date of Birth : 30-05-1998

Father Name : KUDA S CH SEKHAR

Mother Name : KUDA DHANA LAKSHMI

Gender : FEMALE

Nationality : INDIAN

Marital Status : UNMARRIED

Religion : INDIAN HINDU



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