**P S V Ramana Rao** Mobile : 7993935999
Email : psvrrao1994@gmail.com

**Career Objective**

* Seeking a career to continuously upgrade myself in emerging technologies and trends in HR practices and policies of international companies of repute and to adapt the same for the growth of the organization where I work so as to take responsibility and contribute significantly.

**Educational Qualifications**

* **PGDM (HR & Finance)** – **Institute of Public Enterprise (IPE),** Hyderabad – April 2018 - 70%.
* **B.Com** - St.Mary’s College – June 2016 - 71%.
* Intermediate - Sri Gayatri Junior College – April 2013 - 68%.
* SSC - Sri Bala Sai Residential School – April 2010 - 68%.

**Project Experience**

**Hindustan Aeronautics Limited** (HAL), Hyderabad

Internship as a HR Assistant – April 2017 to July 2017.

* Understanding the employment and grading system of the organization.
* Studying the workload being produced from each department.
* Evaluate the contributions made by specific department and how it benefits organization on whole.
* Allotment of the benefits reaped by organization to individual departments/team’s accordingly.
* Analyze the performance of employees and propose for an appraisal.
* Evaluate the overall experience of the employee and consider for promotion.

**Zetta Mine Labs Pvt Ltd (April 24, 2019- July 15, 2019)**

Worked as HR Generalist as an Intern:

* Have come across with handling the Agreements of Candidates who have come for training programme in SAP Modules.
* Have handled calls on to Ready to Deploy candidates into IT companies have the experience in calculating there gaps as in both career wise as well as educational gaps and have given affidavit for the justification of the gaps in order to issue there offer Letters.
* Have coordinated interviews with the help of recruiting team.
* I have knowledge on Documentation as well as onboarding the SAP consultant Candidates.
* I have worked third party consultants wherein we used to have contacts with client companies as TCS, RP Wysibility and KPMG Etc.

**Cygni Energy Pvt Ltd ( 15th  July 2019- October 31st 2019)**

* Worked as management trainee- HR ( Into Recruitments).
* Held with different inter departmental positions and worked for **3.5 months** of experience.
* Worked under contractual position under Team Lease Company.

**Hirexa Solutions Pvt Ltd (2nd December 2019- Present)**

* Joined as Trainee – Recruitment in IT .
* Have Scheduled interviews and feedback from the clients.
* Facilitated with Client facing roles.
* Part of Talent Acquisition Team.

**Core Competence & Achievements**

* Active participant of NCC and awarded with ‘A’ certificate.
* Strong problem-solving ability.
* Superb oral and written communication skills.
* Proficiency in MS Office , Tally accounting software, Data Science, Python, IBM COGNOS Analytics..
* Having Knowledge on Payroll management Terminology.

**Personal Details**Gender : Male
Languages Known : English, Hindi, Telugu and Tamil.
D.O.B : 26-10-1994
Hobbies : Singing, Playing Badminton & Basketball.

Address : Registrar’s Bungalow, The Hyderabad Public School,

 Begumpet, Hyderabad