**AVULA MANEESHA**

**Phone/Contact details:** 9346376946/9177986246

**Email**: avulamaneesha1315@gmail.com

**CAREER OBJECTIVE**

* To work in an environment, where my skills are efficiently utilize to the development of the organization as well as personal development in the organization and in a Team Work and where I can acquire the skills and knowledge for further growth in my profession.
* Capable to do work in an Required Field of Known Subjects.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year Of Passing** | **University/Institute** | **Percentage** |
| Masters Of Business Administration (Human Resource Management & Marketing Management) | 2019-2021 | Alagappa University/International Institute Of Knowledge Management | 72(Sem1)85(Sem2) |
| Bachelor Of Technology(Computer Science Engineering) | 2015-2019 | JNTUA/Sri Sai Institute Of Technology and Science | 7.6 (3.04 CGPA on 4 Scale) |
| Intermediate | 2015 | Padmavathi Junior College | 82.3 |
| SSC | 2013 | S.V.Vidhya Mandir High School | 93 |

**NGO PROJECT:**

1. **Organization Name**: Hope Public Charitable Trust & Chennai Corporation

 **Duration** :13th March2020

**Description**: Interacting with the people in an Organization, Performed some Activities like story telling, dance, and games were conducted by the trainees and food items were donated.

1. **Hospital Name:** Charitable Hospital, Allandur, Chennai

**Duration**: 29th February 2020

**Description** : Interacting with the visitors and taking their response and feedback about the Hospitality and Treatment.

1. **Organization Name:** Youngistaan Foundations

**Duration**: Full-Time Volunteering

**Description**: Distribution of Sanitizers, Masks and Addressing to the people and giving the Corona Virus Guidelines.

Giving awareness on Cleanliness, Hygiene and Organic Food and some other essential thing’s to do in the Pandemic Situation.

Recently joined in a Campaign to give awareness in Villages about 3rd wave Covid and it’s Symptoms.

1. **Organization Name:** My Hands Foundation

 **Duration**: Full-Time Volunteering

**Description**: Distribution of Food and Mandatory needs to the people in the crisis of Floods.

In 2020 Hyderabad Floods, distributed mandatory needs like Sanitary Items and grocery, Food for the needy and poor people.

**LIVE PROJECTS:**

* Working as a **Digital Marketing Intern** at **OneXsolutions Pvt Ltd.**
* Worked as **POC** Of **BDM Team** also Engaging activities to the Candidates in an Engagement Team.
* Worked as **Talent Acquisition Expert** at **Olcademy Private Limited.**
* Worked as an **intern** in **Internsmind** in **Social Media Marketing**.
* Working on **Youngistaan** Project on **COVID-19.**
* Working with **My hands Foundation** on **providing food for needy**.
* Started **NGO Campaign** for providing **Sanitary Items** and **groceries for people** in rural areas.

**TECHNICAL EXPERIENCE**

* Worked as an **Intern** as a **Software Engineer** in **US** based (XIT)**XTreamIT Solutions** in Hyderabad as a **Developer**.

**PROFESSIONAL EXPERIENCE**

* Working as **POC** of **BDM**(Business Development Management) in **HR Engagement** at **Olcademy**.
* Working as **HR** intern expert in **HR Talent Acquisition** at **Olcademy Private Limited in 2020**.
* Worked as a **BDA**(Business Development Associate in **US** based Company named **Friendly IT Consultants**(FITC) in Hyderabad in 2019.
* Worked as an **Social Media Marketing** intern in **Internshala.**
* Worked as an **Campus Ambassador** in **Internsmind in 2020.**
* Worked as an **Marketing Manager** in **LeadsFlick in 2020.**
* Working as an intern at **Olcademy** in **Human Resource Team** as a **Talent Acquisition** Specialist 2020.
* Working as a **Full Time Volunteer** in **Youngistaan** Foundation.
* Working as **Full Time Member** at **My Hands Foundation**.
* Participated on **Marketing Management Workshop.**
* Working as an **Digital Marketing Intern** at **OneXsolutions Pvt Ltd** in 2021, based from Kolkata.

**TECHNICAL SKILLS**

* **Programming Languages:** C,Data Structures,Java
* **Web Designing:** HTML,CSS
* **Operating System:** Windows,Ubantu
* **Office Tools:** MS-office,Libre office, Excel, Sheets

**PROFESSIONAL SKILLS**

* **HR Engagement: POC** of **BDM (Business Development Manager).**
* **HR Talent Acquisition:** Talent Acquisition, Campus Engagement, Interviews, Social Media Platform Handling, Keeping Job Description, Handling Responses.
* Knowledge on Excel, PowerPoint Presentation, Sheets, Cold Calling, Cold Emails.
* **Campus Ambassador:** Cold Mailing, Queries Solving, Cold Calling.
* **Communication Skill:** Ability to make right decisions in right time in a Team as well as an

Individual, ability to work with pleasure,knowledge on conducting discussions on a topic for improving Inter personal skills in various aspects, Knowledge on different National Tests.

* **Marketing Skills**: Cold Calling, Contacting Via Email, SNS, Marketing through various Job Sites, Promotions.
* Participating Debates to communicate with others.
* Interest in Participate in Group Discussions.

**PROJECT**

* **Project Title:** Website Designing
* **Technologies Used:** HTML,CSS
* **Project Description:** The project is to develop a **static website** which describes about

Hometown **RAYACHOTY** which is located in Kadapa district,Andhra Pradesh,This Website explains whole details of Rayachoty from ancient era to present days and its Architecture which was constructed and developed in **BRITISHINDIA** Times.

**INTERNSHIP REPORT**

* **Project Name**: Hiring and Recruitment
* **Process**: Human Resource Hiring Process
* **Description:** The hiring process involves into seven stages, the process works as follows as: 1. Prepping for Your Ideal Candidate- Talent Acquisition, 2. Sourcing and Attracting Talent, 3. Converting Applicants, 4. Selecting and Screening the Candidates, 5. The Interview Process, 6. Reference Check- Background Checking, 7. Onboarding the Candidates. The Employee Engagement and Employee Relations plays key role in this process and always want to be up-to-date in HR Related Works and Daily Tasks to assign and assist the Candidates.

**PROJECT REPORT**

* **Project Name:** Digital Marketing
* **Process:** Marketing and Promotions through SNS, Web Portals
* **Description:** Advertising and Promoting Clients Business through their requirements and uses and Developing the Business through giving awareness about the Particular advertisement among the People.

 In this process we were using various websites, SNS, YouTube, E-mail, WhatsApp Business and Text Messaging as well for advertising and marketing the different content in different Platforms. The marketing strategy works through out virtually to increase business..

**ACHIEVEMENTS:**

* Always being the **one of the Best Student** among the **Top 10 students in an Academics.**
* Secured **MERIT CERTIFICATE** from **ALL INDIA ESSAY COMPETITION** in **FIRSTPLACE** Organized by **SRCM** and **UNIC** .
* Participated in National Level Technical Synposium **PHOTON-16.**
* Participated National Level Cultural Fest of **PAPERPRESENTATION** in **MOHANMANTRA** in the year of **2017**.
* Achieved **CERTIFICATION** in Participation of National Level Fest named **MOHAN MANTHRA** in the year of **2018**.
* Participated in **workshop** on **Python Programming**.
* Always being one of the **Best** performer in **Cultural Fest** hosted by **State** **Government**.
* Participated in India’s Top most Reputational Examinations like **CAT**,**MAT** Exams with **Successful story**.
* Participated in **workshop** in **Marketing Management.**
* Secured Certificate from **Internshala** in **Digital Marketing.**
* Worked as an intern in **Human Resource (Talent Acquisition TA, Engagement Team)** and also lead a team as a POC of **BDM**.
* Got a job in **Abroad** as an **House Manager and Supervising**.
* Secured **Merit Certificate** in **Western Music.**
* Secured Certificate in Presentation of **SWOT and PEST ANALYSIS.**
* **NGO Project** on **Hygiene** in **Youngistan Foundations**.
* Secured Certification in **Product Quality Improvement** from **GIBS Bangalore** along **University of Plymouth (London, UK).**
* Secured Certificate in **HR Catalyst** from **GIBS Bangalore** in 2021 Marathon.

**PERSONAL PROFILE:**

**Name:**  Avula Maneesha

**Father’s Name:** A.Chandraiah (Late)

**Mother’s Name:** A.Rathna Kumari

**Guardian Name:** Chinthala Shankar (Maternal Uncle)

**Date Of Birth:** 09 July 1998

**Address for communication :** 37/154, Near Checkpost, S.N.Colony, Rayachoti,
 Kadapa District, Andhra District

**Languages Known:** Telugu, Hindi, English, Tamil(Basic)

**Mother Tongue:** Telugu

**Nationality:** Indian

* **HOBBIES:**

 Working with Excel, Cold Calling, Sheets, Cold Emails, Queries Handling,Completing day work Successfully,Dancing,Singing,Cooking,Partipating in Culturals,& Presentations,Reading Books, Exploring.

* **INTERESTS:**

Interacting with People, Sharing Words, Exploring the new Cultures, new places &Outings,Travelling,Learning Languages, Photography,Knowing new Things,Learning something New to grow up.

**DECLARATION:**

I hereby declare that the above Information Furnished is true to the best of my Knowledge.

**DATE:** 14 July 2021. **SIGNATURE**

**PLACE:** Rayachoty (A.Maneesha)