



# Rajeswari Mukku

HR

5-87, Patheru, Machilipatnam, Andhra Pradesh, Hyderabad, 521001, India

6300019938 [mukkurajeswari35@gmail.com](mailto:mukkurajeswari35@gmail.com)

## Date of birth

28/05/1999

## Nationality

Indian

## Skills

Teamwork

Adaptability

Fast Learner

Communication

Effective Time Management

Ability to Work Under Pressure

Ability to Multitask

- Employee Recruitment, Posting jobs in Various Job Portals Such As NAUKARI, HIRECT, LINKEDIN, MONSTER, INDEED

Conducting Telephonic Interview And screening Profiles

Shortlisting and scheduling interviews Offline and Online taking the first Round

Negotiating the salary and sending offer letter.

Background check and joining formalities.

## Employment History

### US IT Recruiter, Hyderabad

November 2021 — November 2022

### HR Manager, Investimento welfare Advisors private limited, Hyderabad

November 2022 — February 2023

## Education

### Master of Human Resource Management (MHRM), Acharya Nagarjuna University, Guntur

January 2020 — June 2022

### B.sc (BZC), Noble college

June 2016 — February 2019

### Intermediate, APSWR Jr college, Challapalli

June 2014 — April 2016

### SSC, Apswr (RP RP) School, Balliparru

June 2013 — April 2014

## Internships

### Block Field work Internship (45 Days), VTPS Vijayawada Thermal Power Station, Vijayawada

January 2021 — February 2022

### 21 Days Current Field Work, Idupulapadu Cotton Mills,, Chilakaluripeta, Guntur

### Government Field Organizations:

Joint commissioner office, Guntur

Employment Exchange Office, Guntur

Inspector of Factories, Guntur

Maintaining Attendance And  
leave Records.

Pay roll .

Monitoring Employees work  
And securing all the  
important files

### **Hobbies**

Playing Chess  
Browsing Net  
Drawing

### **Languages**

English

Telugu

Hindi

