

PATLOLLA SHIVANI REDDY

Compassionate, and responsible individual who is looking to improve her skills by ever learning, and applying new found knowledge. To obtain a position both, challenging and responsible, at a well established organisation by putting academic achievements to practise.

CONTACT

✉ shivanireddy031@gmail.com
☎ +91 7416905853
📍 Hyderabad, India.
🌐 <https://www.linkedin.com/in/shivani-reddy-94a624166/>

SKILLS

Team-Oriented

Flexibility and Adaptability

Communication

Problem Solving

Computer Proficiency

Leadership Experience

LANGUAGES

English ●●●●●●
Hindi ●●●●●●
Telugu ●●●●●●

HOBBIES

Baking
Gardening
Photography
Painting
Cycling

EDUCATION

2017-2020

Bachelor of Business Administration.

ETHames Degree College.

8.79 (CGPA)

Major Subjects - Finance and Management.

2017

Senior Secondary School.

Sri Chaitanya Junior College.

8.5 (CGPA)

Major Subjects - Mathematics, Physics, and Chemistry

2015

Higher Secondary School.

Sri Krishnaveni Group of Schools.

8.8 (CGPA)

PROFESSIONAL EXPERIENCE

Xlenz Inc USA (An Augmented Reality company, 05/11/2020 - September, 2022)

- **Business Research**, was responsible for contributing and shaping the product by conducting market research, then proposing features to the product that is relevant in the market, based on the research findings.
- **Content Research Lead**, Lead a four-member team that was responsible for curating content for educational AR experiences.
- **HR Executive**, I was responsible for posting job descriptions and open positions on various hiring platforms. Operating and keeping data/records of each employee of the organization, reviewing resumes, shortlisting candidates, and helping with the recruitment process.
- Determine the hiring source, Interview the applicant; if chosen, arrange the interview with the appropriate department and finish the paperwork. I was also responsible for managing all employee inquiries and the hiring processes such as compensation, vacation time, and attendance.
- Taking the surveys regarding the employee degree of participation and making appropriate adjustments. Planning regular or periodic events/activities, getting those approved by senior management, and carrying them out.

P19 Entertainment LLP (01/07/2020 - 31/09/2020)

- **Recruiter Intern** - The responsibilities of this role included conducting preliminary interviews, selecting fresh talent and updating the employee records with new hire information

Whale Tech Media (03/11/2019 - 31/01/2020)

- **HR Intern** - In this role, I was tasked with Filling open positions, Reaching out to potential candidates from Naukri and LinkedIn via phone calls
- Schedule interviews and support HR advisor in his day to day duties.

PROJECTS

A study on Initial Public Offering — 2020 (at ICICI Bank)

- Studied and understood the role of IPOs in an organization's growth and as an individual's investment. Justified how returns on IPOs may be higher than the benchmark portfolio of Nifty.

The Curb In The Sky — 2017 (English Project - Short film)

- Depicted a literature lesson in a cinematic fashion.

Warangal Police Website — 2022

- Curated content for Warangal police website.