NARASIMHA REDDY M C

HR Recruiter | Talent Acquisition | MBA – Human Resource Management & Marketing

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PROFESSIONAL SUMMARY

MBA student specializing in Human Resource Management and Marketing at Sanskrithi School of Business, Puttaparthi, with 6 months of hands-on experience as an HR Recruiter Intern at Job Hunter, Bengaluru. Practical knowledge in talent acquisition and recruitment across the end-to-end hiring process, including candidate sourcing on Naukri and LinkedIn, resume screening and shortlisting, interview scheduling and coordination, and candidate database management. Brings a data-driven approach to hiring from a Data Analyst internship using MS Excel, SQL, Python and Power BI.

PROFESSIONAL EXPERIENCE

HR Recruiter Intern **Apr 2026 – Sep 2026**

Job Hunter (Bangalore Jobhunterr India Pvt. Ltd.) | Bengaluru, Karnataka

- Sourced candidates for client openings through Naukri and LinkedIn, building a pipeline of relevant profiles for each role.
- Screened resumes against job requirements, shortlisted suitable candidates and conducted initial HR screening interviews.
- Scheduled and coordinated interviews between candidates and clients, with timely follow-ups at each stage.
- Maintained the candidate database and recruitment records, keeping candidate status accurate and up to date.
- Assisted with candidate onboarding and joining documentation.

Data Analyst Intern **Dec 2025 – Apr 2026**

Bengaluru, Karnataka

- Analyzed datasets using MS Excel, SQL and Python to identify trends and patterns.
- Created interactive dashboards and reports in Power BI to present key business metrics.
- Performed data cleaning and analysis in MS Excel using formulas and Pivot Tables.
- Generated insights and prepared reports to support business decision-making.
- Used Python (Pandas, NumPy) for data analysis and data manipulation.

TECHNICAL SKILLS

Recruitment & Talent Acquisition: Candidate Sourcing (Naukri, LinkedIn), Resume Screening & Shortlisting, Interview Scheduling & Coordination, Candidate Database Management, Onboarding & Documentation
Programming & Databases: Python (NumPy, Pandas), Oracle SQL
Tools: Power BI (DAX), MS Excel (Pivot Tables, Formulas), MS Word

SOFT SKILLS

Effective Communication | Time Management | Teamwork & Coordination | Problem Solving & Adaptability

PROJECTS

Sales Data Analysis using Power BI **Power BI, DAX**

- Collected and analyzed sales data to evaluate revenue, profit and monthly sales performance.
- Cleaned the dataset by identifying and removing null values to ensure accurate reporting.
- Created calculated measures using DAX for revenue and profit analysis.
- Built interactive Power BI dashboards visualizing revenue by country, profit performance and monthly sales trends.

EDUCATION

Master of Business Administration (MBA) – Human Resource Management & Marketing **2026 – 2028 | Pursuing**
Sanskrithi School of Business, Puttaparthi, Andhra Pradesh

Bachelor of Business Administration (BBA) **CGPA: 7.02**
Sri Krishnadevaraya University (S K University), Anantapur, Andhra Pradesh

Intermediate (Class XII) – BiPC **80.2%**
APR Junior College, Kodigenahalli, Andhra Pradesh

SSC (Class X) **79.6%**
APR School of Excellence, Kodigenahalli, Andhra Pradesh

CERTIFICATIONS

- Data Analyst Certification – QSpiders, Basavanagudi, Bengaluru
- HR Recruiter Internship Certificate – Job Hunter, Basaveshwaranagar, Bengaluru