

## **RESUME**

**Akhil Merugu,**

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### **CAREER OBJECTIVE:**

To work with maximum potential in a challenging environment, with an opportunity of working with a diverse group of people and enhancing my professional skills with learning and experience for my career growth.

### **EDUCATIONAL QUALIFICATIONS:**

- Pursuing (MBA) from MallaReddy Institute of management 2019-present
- Degree (BBA) from Hyderabad School Of Business holding 7.8 CGPA 2016-2019.
- Intermediate (MPC) from board of Intermediate Education 2012-2014 with **55%**.
- S.S.C from the Board of Secondary Education during the year 2011-2012 with **8.8** CGPA.

### **STRENGTHS:**

- Quick Learner, hard worker and a consistent team player.
- Adapt and handle the work in a critical environment.
- Good analytical and logical skills required for problem solving.
- Proactive planner with an open mind and optimist believes in honest efforts.

### **INTERNSHIPS:**

- Six months as All Round Intern at Butterfly EduFields
- 45 days HR internship at ICICI prudential life insurance
- One month as Hr Intern at Techsteeds

### **WORK EXPERIENCE:**

#### **Offbusiness(OFB Tech Pvt.Ltd) - Hyderabad As Hr Executive - Oct 2019 to Present**

- Outsourcing in Naukri, monster, LinkedIn, Social media sites.
- Follow up with candidates in scheduling the interviews and joining with a good pipeline in the hand.
- Handling employee queries in reimbursements and with managers for their incentives.
- Follow up with the employees for the grievances
- Accommodating in Joining and Exit Formalities for Telangana, Chennai, Bangalore.
- Employee engagement during the weekends. i.e., fun activities.
- Responsible for managing the south administration majorly Ap/Ts & Chennai location.

- Driving the team to reduce the cost of each location, by finding new vendors with the low cost and sharing the different quotations
- Assisting the new vendors for providing quotations and best services

**ACTIVE PARTICIPANT:**

- Participated Seminars
- Volunteered actively participated in college cultural activities.

**INTERESTS & HOBBIES:**

- Listening to music
- Participated in cricket in state level competition
- Trekking.

**PERSONAL DETAILS:**

Name : Merugu Akhil  
Father's Name : M. Laxminarayana  
Date of Birth : 28-03-1997  
Marital Status : Single  
Language Known : Telugu, English, Hindi  
Nationality : Indian  
Hobbies : Listening songs, playing cricket,  
Permanent Address : H-no-3-7-571 , vavilalapally ,  
Dist: Karimnagar, Telangana.

**DECLARATION:**

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

**Place:** Hyderabad

**Date:**

**M. AKHIL**