

# **Santhapuri Sunil**

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## **Profile Summary**

A results-oriented HR professional with 3+ yrs. of experience, with knowledge in compensation and benefits, payroll management, recruitment, training and development, performance appraisal, attendance management etc.

## **Work Experience**

Working as **HR executive** at **ABC Foundation**, Hyderabad from **01 February 2019** to till date.

### **Job Responsibilities**

- Hiring of employee as per organization requirement
- Handling joining & exit formalities of employees
- Preparing offer letters, appointment letter, relieving letters and termination letters.
- Ensuring the timely payment of EPF, ESI, professional etc.
- Recording, monitoring, and maintaining attendance data of employees.
- Conducting performance appraisal.
- Conducting employee engagement activities.

Worked as **HR Executive** at **XYZ Motors Ltd**, Hyderabad from **01 January 2018** to **31 January 2019**.

### **Job Responsibilities**

Coordinating recruitment, selection and hiring process.

Responding to the internal and external inquiries related to HR.

Managing statutory compliances like PF, ESI, professional tax, Minimum wages, Bonus etc.

Timely payment of ESI, PF, professional tax.

Monitoring and maintaining attendance data of employees,

Preparing offer letters, appointment letters and experience letters.

Maintaining training documents and MIS reports.

## **Education:**

**MBA in Human Resource Management from Andhra University in 2017.**

**BBA (Bachelor of Business Administration) from Gitam University in 2015.**

## **IT Skills**

Micro Soft Office: Word, Excel & Power Point.