

# GOGU. SIVA PARVATHI



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## OBJECTIVES

To grow with the organization that utilizes my abilities in fullest extent possible, helping me to realize and develop my potential and to be a part of team.

## SKILLS

- \* MS-Word
- \* MS-Excel
- \* MS-Power point

## EXPERIENCE

### VIDGAS SCIENCE&TECHNOLOGIES PRIVATE LIMITED

HR- GENERALIST/EXECUTIVE

Jan 2024 to Jan 2025

## EDUCATIONAL QUALIFICATION

Certified	Board/ University	Year	Specialization	Percent -age (%)
SSC	Secondary School of education	2017	NA	88%
Intermediate	Board of Intermediate	2019	M.P.C	76%
B. SC	Acharya Nagarjuna University	2022	Computer Science	80%
M.B.A	Acharya Nagarjuna University	-	HR	Pursing



## STRENGTH

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- \* Dedicated
- \* Creative
- \* Flexible
- \* Resourceful
- \* Team Player
- \* Determination
- \* Negotiation Skills
- \* Fast learner
- \* Leadership Skills

## LANGAUGES

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TELUGU, ENGLISH,HINDI

## CONTACTADDRESS

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7-500,Gandhi Nagar 4<sup>th</sup> line,  
Chimakurthy (M),  
Prakasam (D),  
Andhra pradesh-523226

## DECLARATION

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I here declare that the information given above is true to the best of my given above is true to the best of my knowledge. I well make it earnest to discharge competently and carefully the duties you may be pleased to entrust with me.

## HUMAN RESOURCE ACTIVITIES

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- \* Conducting initial screening interviews with job applicants.
- \*Assisting in the recruitment process by posting job openings, reviewing resumes, and scheduling interviews. Coordinating and conducting new employee orientation sessions.
  - **Recruitment and Onboarding:** Managing the hiring process, from job postings and interviews to onboarding new employees.
  - **Employee Relations:** Addressing employee inquiries, resolving workplace issues, and fostering a positive work environment.
  - **Compensation and Benefits Administration:** Overseeing salary structures, benefits programs, and ensuring compliance with relevant laws
- \* Maintaining employee records and updating HR databases.
- \* Assisting with employee benefits administration, including enrollment and changes.
- \* Responding to employee inquiries regarding HR policies and procedures.
- \* Assisting with employee training and development programs.
- \* Coordinating employee events and activities, such as holiday parties and team building exercises.
- \* Payroll Management: PF, E.S.I Deductions, Salary Sheet Preparation.

Yours faithfully

Siva Parvathi G





