

# Priyanka Kola

## Human Resources

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Results-driven and people-focused Human Resources professional with 5 years of experience in supporting HR functions, fostering positive workplace cultures, and driving employee engagement. I am skilled in onboarding, employee relations, performance management, and HR compliance. Adept at implementing HR strategies that align with organizational goals while prioritizing employee well-being and development.

### CORE COMPETENCIES

Onboarding  
Employee Engagement  
Payroll & Benefits  
Separation process  
Medical Insurance

Emp BGV  
Training coordination  
Finance  
Facilities Mgmt

### PRO F I L E S U M M A R Y

- **Associate Manager Human Resources with a Product Services company (HEEDDATA INDIA PVT LTD), Hyd since July' 23**
  - **Recruitment:** Identifying job needs, posting job descriptions, sourcing candidates, screening applications, conducting interviews, extending job offers, and managing background checks.
  - **Onboarding:** Welcoming new employees, providing necessary paperwork, introducing them to company culture, setting expectations, and facilitating initial training.
  - **Performance Management:** Setting clear performance goals, providing regular feedback, conducting performance reviews, and identifying development opportunities.
  - **Training and Development:** Designing and delivering training programs to enhance employee skills, knowledge, and career progression.
  - **Compensation and Benefits:** Managing employee salaries, benefits packages, and ensuring compliance with labour laws.
  - **Employee Relations:** Addressing employee concerns, managing conflicts, promoting positive workplace relationships, and ensuring compliance with employment laws.
  - **Exit Management:** Handling employee resignations or terminations, conducting exit interviews, and managing necessary paperwork.
  - Handled PF remittance, TDS payments, PT & GST, also handled all office admin related activities, including facilities management, logistics procurement etc.
- **Executive Human Resources with an IT Services company (INFOLOB GLOBAL INC), Hyd (head quartered in USA), Aug' 21 – July 23.**
  - **HR Operations** - Managing the day-to-day operations of the Human Resources department.
  - **Onboarding** - Onboard recruits, Induction, Organized training & development initiatives and taken care of other onboard procedures.
  - **Payroll and benefits** - compile payroll data, new joiners, LOP, adhoc salary revisions, reimbursements, shift allowances, bonus payments and FnF.
  - **Attendance and leave management** - Maintain employee's employment & personal data, leaves, medical insurance, and attendance records.

- **Separation Process** - Conduct exit interviews to identify reasons for employee's separation & FnF
- **Worked with Jupiter Play School as Admin cum academic coordinator, June'17 – April 20**
- Interacting with the Students on daily basis to create enthusiasm in them.
- Mentoring the students and helping them to identify different skills among them.
- Providing performance feedback to the students on weekly basis by conducting 1:1.
- Evaluating and comparing performance scores of school students and bringing out Leadership skills.

#### **PROFESSIONAL STRENGTHS:**

- Hard Working and Sincere
- Good decision making and analytical skills.
- Extrovert, empathetic with good employee relationship skills.
- Team Management, Leadership Skills
- Good process knowledge, Quick learner, Team player
- **Awarded quarterly award for significant contribution handling employee relations and events.**

#### **ACADEMIC DETAILS**

- ✓ MBA from St Xaviers College, 82 % in 2022.
- ✓ MA- Hindi Pandit, Jnana Jyothi HPT College, Tadipatri, 82% in 2015
- ✓ Graduation- B.Sc. Computers, Pydah Degree College, Vizag, 72% in 2011

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#### **Search Skills:**

Human Resource Generalist, Assistant Manager HR, HR Executive, Payroll, Onboarding, Medical Insurance, Performance Management, Induction.