

Raksha Nallabothula

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HUMAN RESOURCES MANAGEMENT

Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity and to seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

PROFESSIONAL SKILLS

Job Analysis

Change Management

Performance Management

Labor Law

Recruiting Strategies

Workforce Planning

Project Management

Strategic Planning

Employee Development

Organizational Development

WORK EXPERIENCE

ASISTMI SOLUTIONS Pvt Ltd

Sep 2021 - Oct 2022

HR & Finance Executive

- Handling end to end recruitment - Posting the requirements on indeed, LinkedIn and other social sites - Screening, Conducting interviews, Onboarding.
- Providing Training on the Battery wale operator page to the employees.
- Participated in the development of HR strategies and initiatives.

Internship [Advance Office Automation]

Jun 2021 - Aug 2021

Analyzed and evaluated existing compensation plans and made recommendations for changes and improvements.

Assisted in the design and implementation of employee recognition and reward programs.

EDUCATION

Bachelor of Arts

Majors: English Literature, Political Science, Sociology

De Paul First Grade College.

June 2018- Sep 2021

Grade: 3.07

Master of Science

Majors: Human Resources Management

The University of Texas at Arlington

Jan 2023- Present

Grade: 3.33

Certifications

Python for Non-Programmers

Business Analysis Foundations

Data-Driven Product Management

Accomplishments

Supervised a team of 10 staff members.

Documented and resolved employee issues in regards to HR policies, leaves, and promotions.

Used Microsoft Excel to develop inventory tracking spreadsheets.