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RAKSHA NALLABOTHULA

Human Resources Manager

PROFESSIONAL SUMMARY

Human Resources Manager with 3 years of experience in recruitment process management, payroll processing, and HR strategy formulation. Demonstrates strong skills in employee relations and cross-cultural collaboration, enhancing workplace inclusivity and satisfaction. Passionate about leveraging HRIS reporting and Power BI expertise to drive strategic initiatives and improve organizational efficiency.

LINKS

LinkedIn: www.linkedin.com.

EDUCATION

MASTER OF SCIENCE: HUMAN RESOURCES MANAGEMENT
The University of Texas At Arlington

2023 - 2025
Arlington, TX

EMPLOYMENT HISTORY

HUMAN RESOURCES INTERN
MoneyX LLC

Apr 2025 - Present
New York

- Assisted HR and recruiting teams by scheduling phone screens and on-site interviews, enhancing candidate experience.
- Supported hiring goals by screening resumes and conducting phone interviews, resulting in a streamlined recruitment process.
- Contributed to payroll processing tasks, ensuring timely and accurate payments for all employees, maintaining high satisfaction levels.

HR & FINANCE EXECUTIVE
ASISTMI SOLUTIONS Pvt Ltd

Mar 2021 - Nov 2022
Bangalore, Karnataka, India

- Evaluated compensation plans and recommended improvements.
- Assisted in designing and implementing recognition programs.
- Managed recruitment process including posting, screening, interviewing, and onboarding.
- Conducted training for 15 employees on battery operator procedures.
- Contributed to developing HR strategies and initiatives.
- Supervised team of 10 staff members.
- Documented and resolved employee issues in regard to HR policies, leaves, and promotions.

INTERNSHIP STUDENT
De Paul University

Apr 2020 - Sep 2020
Mysore, Karnataka, India

- Mastered advanced Excel functions, significantly improving data organization and analysis.
- Developed and maintained compensation files, ensuring precise data entry and calculations.
- Contributed to streamlined reporting processes, enhancing overall operational efficiency.
- Utilized Power BI for reporting and data visualization.

SKILLS

Recruitment process management (*Experienced*), Employee relations management (*Experienced*), Payroll processing and compensation management (*Experienced*), Training program design (*Expert*), Advanced Excel (VLOOKUP, Pivot Tables, conditional formatting) (*Expert*), HRIS reporting expertise (*Expert*), Power BI reporting expertise (*Experienced*), HR strategy formulation (*Experienced*), Analytical problem-solving (*Expert*), Cross-cultural collaboration (*Expert*), Onboarding Processes (*Expert*).