Shravan Dasari

Assistant Manager Human Resources

PROFESSIONAL EXPERIENCE

Assistant Manager Human Resources
EPSoft | Jul 2018 – Sep 2023

- Spearheaded HRMS implementation projects for Sentrifugo and Zoho People, including requirements gathering, functional integration, UAT, and team training.
- Coordinated onboarding and offboarding processes; crafted HR documents and managed employee relations.
- Managed attendance, leave tracking, and payroll inputs, collaborating with Finance and addressing payroll inquiries.
- Led performance management system implementation and employee engagement initiatives to foster a positive workplace culture.

HR and Admin
SK Traders | June 2017 – June 2018

- Managed onboarding, HR records, internal communications, and customer service improvements.
- Streamlined administrative tasks and team operations, contributing to efficient HR support.

PROJECTS

- **Sentrifugo HRMS Implementation (EPSoft):** Led end-to-end implementation of Sentrifugo HRMS to streamline HR functions with limited modules.
- **Zoho People HRMS Implementation (EPSoft):** Led end-to-end implementation of Zoho People HRMS to streamline HR functions with complete modules

EDUCATION

Bachelors of Business Management

Kakatiya University | 2016

CONTACT

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- Vijayawada, AP - 521126

PROFILE

An experienced HR professional with 6.4 years in HRMS implementation, HR operations, and core HR functions. Possesses strong expertise in end-to-end HRMS implementation, including onboarding, attendance management, leave management, performance management, and payroll coordination, all while ensuring regulatory compliance. Proficient in tools such as Sentrifugo and Zoho People, skilled in gathering HRMS requirements, functional integration, user acceptance testing (UAT), and training. Recognized for streamlining HR operations, optimizing processes, and fostering a positive work culture.

RELEVANT SKILLS

- HRMS/HRIS Implementation
- Functional Integration
- User Acceptance Testing (UAT)
- Onboarding and Offboarding
- Attendance and Leave Management
- Performance Management
- Payroll Administration
- Employee Relations and Conflict Resolution
- HR Policies and Compliance
- HR Documents and SOP
- Cross-functional Collaboration
- Workflow Optimization
- Employee Engagement
- Regulatory Compliance

AWARDS

- Founders Award – EPSoft - 2019
- Team Player Award – EPSoft – 2022
- Half Decade Award – EPSoft - 2023