

# ADIVI VENKATARAVALI

## SUMMARY

A versatile and self-directed individual having more than 2 years of HR experience in various human resource functions. A passionate human resources professional with history of success leading strategic and operational initiatives with tangible results.

## KEYSKILLS

- Strategic HR implementation
- HR Policy Drafting
- Compensation/Payroll
- Employee Engagement & Relations
- ERP Software Management
- Performance Management System
- Hiring & Retention
- Training & Development
- Vendor Management
- General HR Administration & HR MIS
- Corporate Social Responsibility
- Proficient in MS Excel Tools
- Proven Experience in MS Office Suite

## EXPERIENCE

- HR Executive Payroll –| Gowtham Model School | July 2019 – March-2020
- HR Operations | Delhivery.com Logistics | April – 2020 feb 2021
- Working as HR Admin Operations in Telebu Communications LLP- Hyderabad from feb-21 till date

## OBJECTIVE

Human resources specialist with a proven track record in delivering a diverse range of human resources functions, seeking to leverage his experience to lead challenging HR programs that achieve organizational goals.



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## EDUCATION

Master of Business Administration | BTech

## KEYPERFORMANCES

- Handling 500+ employees with 11 Branch Network
- Skilled player in Hiring & Retention
- ID Generation
- ERP Development Planning and collaboration for HR Modules
- Conducting new hire induction and Trainings
- Develop/Innovate simple utilities leading to improvement of efficiencies
- Attendance and leave Management
- Performance Appraisal and Grievance Handling

**PERSONAL SKILLS:**

- Positive attitude.
- Self-motivated and hard working.
- Ability to learn things well in a short time.

**PERSONAL INFORMATION:**

Name	:	A.V.Ravali
Father`s Name	:	A.V.Seshagirao
Date of Birth	:	06-06-1994
Gender	:	Female
Hobbies	:	Singing
Marital status	:	single
Linguistic Ability	:	English, Telugu, Hindi and Tamil
Nationality	:	Indian
Religion	:	Hindu
Permanent Address	:	C/O Sri Chaitanya Bharathi Vidyakshetram, VSPT

