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Career objective

As a dedicated HR enthusiast armed with a prestigious postgraduate degree from the United Kingdom, my career objective is clear: to channel my passion and education into a thriving HR journey. I aspire to leverage my academic excellence and international exposure to contribute positively to the world of Human Resources.

Work Experience

VT Pharma Tek Solutions, Hyderabad

March'23 to Aug'23

Designation: Human Resource Associate

Responsibilities:

- Recruitment and Talent Acquisition: Managing the end-to-end recruitment process, including job posting, candidate sourcing, interviewing, and selecting the right candidates for open positions.
- Employee Onboarding: Facilitating the smooth integration of new hires into the organization by conducting orientation programs, explaining company policies, and ensuring all required paperwork is completed.
- Employee Relations: Handling employee inquiries, addressing grievances, and fostering a positive work environment through effective communication and conflict resolution.
- Benefits Administration: Managing employee benefits programs, including health insurance, and leave policies.
- Employee Engagement: Planning and organizing employee engagement activities, events, and initiatives to boost morale and productivity.
- Termination and Offboarding: Managing the offboarding process for departing employees, conducting exit interviews, and ensuring a smooth transition.
- Exceptional Communication: Proficient in interpersonal, written, and verbal communication, facilitating effective collaboration with diverse teams.

Nexus Technologies, United Kingdom

June'22 to Nov' 22

Designation: Administrator

Responsibilities:

- Documentation and Record Keeping: Maintaining and updating employee records, ensuring data accuracy, and complying with confidentiality standards.
- Recruitment Support: Providing essential support in the recruitment process, including posting job openings, screening resumes, and coordinating interviews with candidates.
- Payroll Assistance: Coordinating with the finance department to ensure accurate and timely payroll processing, verifying timesheets, and answering employee payroll-related queries.
- Administrative Support: Maintaining the calendars, appointments, and meetings of the HR department, handling departmental correspondence, and helping to organise HR-related events and initiatives.
- Compliance and Reporting: Ensuring HR processes comply with labour laws, regulations, and company policies and generating HR reports and data analysis for management and compliance purposes.

Sheffield leaflet Marketing Advertisement, United Kingdom

March'21 to March'22

Designation: Trainee Human Resource

Responsibilities:

- Time Tracking: Analysing, checking, and monitoring timesheets for accurate project hours.
- Task Allocation: Allocating time to specific tasks or clients while ensuring compliance with labour laws and overtime rules.
- Payroll Coordination: Coordinating with finance for accurate payments based on timesheets, meeting payroll deadlines.
- Privacy and Security: Dedication to safeguarding confidential data and ensuring operational excellence.
- Fair Compensation: Commitment to fair compensation practices in the marketing sector.
- Operational Excellence: Fostering operational excellence in HR and payroll processes.

Karvy Computershare, Hyderabad

Sep'16 to Aug'19

Designation: Analyst

Department: SLS (Specialized Loan Servicing) – US Mortgage Default Servicing

Responsibilities:

- Individuals are responsible for managing the daily operations of the team, ensuring a fair distribution of workload, maintaining motivation, and maintaining performance levels.
- Establishing team and staff targets, providing accurate information to senior managers, and prioritising tasks
- Managed the team of 27 associates in the absence of the team lead and adapted to a fast-paced, deadline-driven work environment.
- Responsible for promoting fair opportunities, monitoring AHTs, training associates on mortgage concepts and processes, and mentoring team members.
- Conduct team huddles and refresher training sessions, and handle process training, change management, and calibration calls with the line of business.

Achievements:

- In December 2016, the Karvy Idol Award was received.
- An Excel automation was created for accurate attorney and code references, resulting in improved process accuracy.
- Another automation was created for exact day calculations and borrowers' last and first names to check SCRA searches.

Key Competencies

- Mortgage Analysis.
- HR Operations.
- Administrative Support.
- Recruitment Coordination.
- Employee Relations.
- Data Management.
- Organizational Skills.
- Communication Skills.

Education

- Master's in business administration from the University of Central Lancashire, United Kingdom (2019-2021).
- Bachelors in commerce from Osmania University, India (2013-2016).