

CAREER SUMMARY

Over 8+ years of hands on experience in various verticals of HR, including recruitment till senior management level, Compensation and Benefits, On boarding, Performance Management, Managing Employee Relations, HR Communication, MIS Reporting, Disciplinary and Grievance Management, Exit Formalities, and Employee Welfare. Believe in delivering high quality error free service and improvising and streamlining the HR processes.

WORK EXPERIENCE

Organization: Access Livelihoods (ALC India), Hyderabad
Work Duration: 1st May 2018 to 20th August 2022
Role: HR Consultant (managing headcount of 100+)

Organization: Access Livelihoods Consulting India Ltd. (ALC India), Hyderabad
Work Duration: 1st October 2012 to 21st May 2016
Role: HR Senior Project Executive (managing headcount of 50+)

Role Summary:

- **Recruitment:**
 - Established and streamlined the recruitment process in the organization.
 - End to end recruitment process including planning, sourcing profiles, CV screening, conducting telephonic and direct interviews, pre and post selection activities, negotiating and finalizing compensation for positions at all levels.
 - Recruited approximately 80 employees for different projects.
 - Conducting campus placement drives to premium colleges.
- **Compensation and Benefits:**
 - Finalizing compensation for all the positions. Managing new hire offers and existing employee pays.
 - Determining market rates and maintaining salary differential file.
- **On boarding:**
 - Transforming new hires into dedicated employees and getting them excited and engaged.
 - Providing information, training, mentoring and coaching throughout the transition.
- **Employee Welfare:**
 - Facilitating reward system, incentive schemes and retreat activities in order to enhance employee motivation and retention, thereby leading to lower attrition levels, increased employee productivity.
- **Performance Management:**
 - Measuring the efficiency of employees. Assessing the performance of the employees twice in a year based on the Balance score card method.
 - Providing the employees with feedback about their performance
- **Addressing Grievances:**
 - Periodically meeting the employees to understand their issues of concerns and resolving them.
 - Escalating larger grievances to concerned domain heads for further action plans.

- **Employees Relations:**

- Maintaining a healthy relationship with employees and ensuring high motivation levels.
- Interacting with employees to know their suggestions and feedback about the company

- **Single point of contact** for all HR queries.

Achievements:

- Handled entire HR domain operations when company got man power issues.
- Injected new culture into the organization which helped in improving relationship of the employees.
- With the level of commitment and dedication which I have shown in my previous company helped me to get an offer again to work from home from the year 2018.

Organization: Endeavor Technologies

Work Duration: September 2011 to May 2012

Role: HR Executive

Role summary:

- Accountable for internal recruitment and on boarding process management.
- Organizing Internal Training and Development for the personnel.
- Office administration & MIS generation (time sheets, leaves, employee details).
- Organizing internal meetings with the management and work force.

ACADEMIC RECORD

- 2011 Post Graduate Diploma in Business Management specialization in Human Resource Management and Marketing Management** from Integral Institute of Advanced Management, Visakhapatnam
- 2009 B.Sc (Maths, Statistics and Computers)** from Gayatri Vidya Parishad, Andhra University, Visakhapatnam
- 2006 M.E.C** from Vignan Bharathi Junior college, Visakhapatnam
- 2004 10th** from B.V.K School, Visakhapatnam

SKILLS

- Microsoft Office Suite
- ERP Frappe

PERSONAL DETAILS

Date of Birth: 2nd February, 1989

Marital Status: Married

Address: D.No 8-27, Near Jenda chettu center, Enikepadu, Vijayawada, Andhra Pradesh.

Languages Known: English and Telugu