Mobile: +919966553635                                                                      mail:soumyavasa88@gmail.com

**Soumya Vasa**

**Management Lead** backed by over 5 years and 6 month of experience, areas of expertise encompass social media management, project invoice management, HR management

**Key Strengths**

* Experienced in company’s web and media management.
* Experienced in HR employee management from entry to exit
* Technical experience in MS Office Tools
* Exceptionally well organized having willingness to work hard to achieve company objectives.
* Goal oriented, results achiever, meeting targets and deadlines
* Seeks new responsibilities in all areas of management

**Work Experience**

**Olive Technology**, Hyderabad **July 2014 – Present**

Marketing Associate and HR Executive

**Roles and Responsibilities as Marketing Associate:**

* Managing Social Media content
* Managing company website content
* Preparing & Maintaining Marketing Collateral (flyers, images, logos, client list etc.)
* Preparing Case studies and Newsletters
* Preparing reports based on Executive/Management requests
* Maintaining project feedbacks from clients and project managers
* Handling project Invoice Management
* Working on Management information System (MIS)

**Roles and Responsibilities as HR Executive: (Since 2016)**

* Handling complete Recruitment process
* Handling Entry and Exit formalities of the employees
* Maintaining Employee Leaves Calendar
* Background Verification of Employee and the employment

**Electronics Corporation of India Limited (ECIL),** Hyderabad  **Oct 2010 - Oct 2011**

Software Consultant

As a consultant, worked on BRAHMOS Missile Project supplementary software application called Commander Console and Operation Console, which is used by the Indian Defence.

Responsibilities included Designing and Testing as well as Development.

**Formal Education**

* **MBA** **Marketing/HR** (2011-2013, First Class ) from Badruka, Osmania University, Hyd
* **B. Tech Computer Science**  (2006 – 2010, First Class) from MLR, JNTU, Hyd
* **Intermediate MPC** (2004 – 2006, First Class) from Narayana Jr College, Hyd
* **SSC** (2004 First Class) from St. Ann’s High School, Secunderabad

**Personal Information**

**DATE OF BIRTH:** 03-02-1988

**LANGUAGES KNOWN:** English, Hindi Telugu.

**Relationship Status**: Married

**HOBBIES:** Enjoy shopping, cooking, listening to music