**Shaik Suma Varsha**

**Business Analytics | HR-Generalist | Administration**

Highly dedicated professional, targeting position with reputed organisation

**Location Preference:** Hyderabad

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| core24x24icons Key Skills | |  | knowledge24x24icons Profile Summary |
| |  | | --- | |  | | ***Business Analytics*** | |  | | ***Data Analysis*** | |  | | ***Requirement Gathering*** | |  | | ***HR-Administration*** | |  | | ***Recruitment*** | |  | | ***Report Generation*** | | ***Pay Roll Management*** | | | * An enthusiastic professional with over **3 years of experience in HR Operations** * Currently associated with **Amazon, Hyderabad as Senior Associate –HR Operations (Data Management)** * Hands-on experience in working on **Web Based Ticketing Tools, People Portal, My Time Scheduling Tool & On-Boarding of new joiners** * Proficient in **development of analytical reports** for the Senior management using excel tools * A result-oriented individual with strong analytical, communication, interpersonal and organizational skills |
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| career24x24icons Timeline  **Amazon, Hyderabad as Senior Associate –HR Operations (Data Management)** | | | |
| **B.Tech. in CSE**   |  |  |  | | --- | --- | --- | |  |  |  | | **2013** | **2015** | **Since Dec’15** | |  |  |  |   **Post Graduate Diploma in Management** | | | |
| exp24x24icons Work Experience  **Since Dec’15 with Amazon, Hyderabad as Senior Associate –HR Operations (Data Management)**  **Key Result Areas:**   * Currently executing functions such as updating Employee Personal & Job Data, visa letters via Trouble Tickets (Remedy) in people Portal for India, United kingdom, lreland and supported geographies (EMEA countries, Brazil, Mexico, Costa Rica, Canada, USA) * Developing day-to-day reports of various departments * Planning and organizing events and fun activities for employee engagement and other common celebrations * Working on various HR activities such as:   + Organizing of work space for new employees   + Updating personnel files and employee status changes   + Administering leaves of absence   + Reviewing annual performance reviews   + Co-op separation process | | | | |
| Soft Skills      Communicator Innovator  Thinker  Collaborator Intuitive | Education   * **Post Graduate Diploma in Management** from Siva Sivani Institute Of Management, Kompally, Andhra Pradesh in 2015 * **B.Tech. in CSE** from Joginpally Bhasker Institute of Engineering & Technology in 2013 * IT Skills   **MS Office:** Word, excel & PowerPoint, people soft | | | |
| personaldetails24x24icons Personal Details  **Date of Birth:** 21st March 1992  **Languages Known:** Hindi & English  **Address :** Hyderabad | | | | |