

KORIPALLI JAYA SINDHU

HR EXECUTIVE | MBA



CAREER OBJECTIVE

Innovative and goal-oriented Management professional committed to Human Resource. Dedicated team player skilled at mediation and conflict resolution. Motivated with exceptional social skills, communication abilities, and customer service background.



PROFESSIONAL EXPERIENCE

Management Trainee

DEC INDUSTRIES PVT LTD | APRIL 2021-NOW

- Implemented performance review and motivational strategies to elevate HR team results.
- Resourcing, screening, and short listing resumes through various job portals.
- Monitored and handled employee claims involving performance-based and harassment incidents.
- Motivated employees through special events, incentive programs and constructive feedback.
- Convey the rules and policies to the employees.
- Preparing various letters like Offer letter, Appointment letter, Increment letter, warning, Relieving letter etc.
- Supervised and mentored direct reports and developed talented HR teams.
- Recommended, initiated, and finalized HR actions regarding faculty and staff position management, compensation, and employment postings, hiring proposals and new hire onboarding.
- Implemented standardized programs and policies, driving smooth operations, employee retention and engagement.
- Boosted customer satisfaction ratings by enabling staff to implement speedy resolutions for diverse issues through robust internal knowledgebase and industry-leading training.
- Part in designing a company holidays calendar.
- Assist for HR Manager in planning of organizational Recruitment.
- Coordinated with senior leadership and handled managerial needs by implementing fresh solutions into business strategies.



CONTACT

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EDUCATION

GITAM University,
VIZAG, | May 2021

MBA, (CGPA: 7.2/10)

SRI VASAVI ENGINEERING
COLLEGE, | MAY 2017

B TECH, (CSE) CGPA 7.51



RELEVANT SKILLS

- LEADERSHIP SKILLS
- TEAM MANAGEMENT
- INTERPERSONAL SKILLS
- PROBLEM SOLVING SKILLS
- DECISION MAKING SKILLS



LANGUAGES KNOWN

- TELUGU
- ENGLISH
- HINDI

- Generated salary pay-outs of the employees by linking biometric data and leave records
- Compiled all the production reports of various products and normalized to one single report for the top management
- Worked extensively in developing brand recognition for DEC in PVC Pipes and Aluminium Formwork
- Generated sales leads of worth 8Cr through networking and cold calling
- Implemented CRM software 'To DO' for handling key business accounts of DEC
- Participated in team-building activities to enhance working relationships.



HOBBIES

- COOKING
- TRAVELLING
- VOLUNTEERING



INTERNSHIP

KINGS LABS INNOVATION PVT LTD, KERALA, | AUG 2020–SEPT 2020

- Worked on 'Digital Marketing and Digital Sales in Kings Labs Pvt. Ltd.'
- Created digital marketing content for CRM software 'To Do'
- Participated in team-building activities to enhance working relationships.



CERTIFICATIONS/ ACHEIVEMENTS

- Course completion certificate on MARKETING AND ADVERTISING
- Course completion certificate on DIGITAL MARKETING
- Course completion certificate on ENTREPRENEURSHIP
- Participation certificate in essay writing competition on Consumer Protection Act
- Executive Member at Rangasthala Club
- Organized 'GEM Fest' annual Technical Summit at GITAM Vizag
- Generated Rs. 6,00,000.00 funds for organizing the event, highest individual fund raiser for the event and got 3 rd. prize