

# Talluri Suraaj

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## Profile

Experienced HR consultant with proficiency in English, as well as strong skills in MS Office. Seeking a position in HR Operations where I can utilize my diverse skill set to streamline processes and drive organizational success. Passionate about creating a positive work environment and fostering employee growth and development.



## Work Experience

04/2023 – PRESENT HYDERABAD, INDIA

### HR consultant Phelix IT Solutions

- Manage and maintain employee records, ensuring accuracy and confidentiality.
- Process HR-related documentation, such as contracts, offers, and amendments.
- Handle day-to-day administrative tasks within the HR department.
- Manage data confidentiality following established security standards.
- Consult with functional teams on the selection, application, and implementation of metrics.
- Generate monthly reports for senior management.
- Source employees through various job portals.
- Facilitate onboarding processes.
- Identify the needs of other departments for current and future staffing.
- Identify staffing needs and work with hiring managers to understand their requirements.
- Develop and implement effective recruitment strategies to attract qualified candidates.
- Create and post job vacancies on Naukri, and LinkedIn including company career pages and external job boards.
- Develop compelling job descriptions and advertisements to attract suitable candidates.
- Conduct initial screenings and shortlist candidates for further assessment.
- Available over weekends to assist with the Drive Program.
- Actively participate in recruitment drives and the Talent Acquisition process.
- Manage existing employee relations.
- Occasionally assist the sourcing team in fulfilling requirements by finding suitable candidates through LinkedIn, FoundIT, and other professional networks.



## Work Experience

- Identify and address any issues or discrepancies in the education credentials verification process for freshers.
- Manage timesheets of current employees and share details with the finance team.
- Assisting the Learning and Development team with budgeting and creating training plans.
- Establishing and sustaining effective relationships with key stakeholders.
- Planning training sessions to enhance the skills of internal resources.
- Communicating with various vendors and freelancers to organize both offline and online learning and development programs.
- Developing a roadmap to guide the learning and development program.



## Achievements

- I took the initiative on behalf of Rotary to guide bachelor students at Aditya Degree College about the software industry.



## Education

01/2011 – 01/2013 CHENNAI, INDIA

### CBSE | X St John's International Residential School

01/2013 – 01/2015 BENGALURU, INDIA

### CBSE | 12th Commerce Jain International Residential School

02/2019 – 02/2022 VISAKHAPATNAM, INDIA

### Bachelor of Commerce Andhra University

02/2022 – 02/2024 CHENNAI, INDIA

### Human Resources and Marketing PGPMEX Great Lakes Institute of Management



## Skills

Microsoft Suite  
LinkedIn

Professional  
Professional