SWETHA POTHUGANTI

swethapreddy22@gmail.com

Summary

Around 5 years of experience in Human Resources, handled the entire Human Resources operations independently which includes Recruitment, Employee Relations, Payrolls, Performance Management and Statutory Compliances.

Education

Masters in Business Administration
Bachelors in Computer Science

Technical Skills

HTML5, CSS3, JavaScript, Nodejs,MySQL,MongoDB,React

EXPERIENCE:

Innominds Software Pvt Ltd.   March, 2010 to July 29, 2011
Lead – Human Resources

Role & Responsibilities:
Being the SPOC for all the Core HR activities at Innominds, handled the employee relations, MIS reports,
Payrolls, Performance management, employee engagement activities independently including recruitment.

KnoahSoft Technologies Pvt. Ltd.   Aug, 2007 to Jan, 2010
Associate – Human Resources

Role & Responsibilities:
Responsible for all the HR activities at KnoahSoft Technologies Pvt. Ltd. including recruitment, employee
relations, payrolls, performance management, statutory compliances and employee engagement activities
and also initiated many processes and programs related to HR independently,