

SRAVANTHI LINGAMPELly

sravanthilingampelly34@gmail.com

7075700234

SUMMARY

Dynamic and results-driven HR Recruiter with experience in talent acquisition and recruitment strategies. Proven track record of sourcing candidates for diverse roles in the organization. Adept at leveraging modern recruitment tools and social media platforms to build strong talent pipelines.

EDUCATION

Course	Institution	Board/University	Year of Completion	Percentage
MBA(HR)	Vaagdevi college of Engineering	JNTU	2024	70
BSC (MSTCS)	Geethanjali Degree college for Women	Kakatiya University	2022	80
Intermediate (12th)	Sai Shavani Junior College	Board of Intermediate Education	2019	88
Matriculation (10th)	Sharada high school	Board of secondary Education	2017	90

Professional Experience:

HR OFFICER - Currently working in D- Mart as HR Officer.

Roles & Responsibilities:

- Managed attendance, leave, payroll processing, and statutory compliance for all D mart employees.
- Handled employee grievances and performed engagement activities to maintain a positive work environment.
- Ensured timely completion of HR generalist activities such as recruitment, onboarding, and off boarding processes.
- Promptly Coordinated with internal stakeholders to resolve employee-related issues.
- Maintained accurate records of employee data and performed regular audits to ensure compliance.
- Familiar with payroll processing software.

PERSONAL SKILLS

Good organizational and communication skills

Adaptive to a complex environment.

Highly organized and self-motivated

Able to manage and support a team

CERTIFICATIONS

Successfully completed certification on “**Employability Skill Development Training Programme**”.

Duration - 2021 - 2022.

HOBBIES AND INTERESTS

- Singing
- Focus on new achievements
- Following new technologies

PERSONAL PROFILE

Father Name	:	Lingampelli Mallaiah
Gender (Marital)	:	Female (Single)
Date of Birth	:	03/04/2001
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	Telugu, Hindi, English.

DECLARATION

I hereby declare that the above written particulars are true to my knowledge and belief.

Place : Hyderabad

Date :

Sravanthi Lingampelly