

Resume

CHARLAGUDAM SOUJANYA,
Kalimandir, Hyderabad,
500068.

Contact : 7995826941,
Email : soujanya.c1@gmail.com

Career Objective:

To become a successful professional in my field by utilizing my skill & enable further my professional at work towards the prosperity of the organization.

Professional Summary :

Worked as HR Executive (IT, Non IT and Sales) in Synactive India Private (July 2020 –Nov2022)

Assist with day to day operations of the **HR** functions and duties.

- Handling E2E Recruitment for entire organization
- Preparing offer letter, completing Joining formalities and Documentation
- Administering attendance and leave of employees
- Undertaking salary reviews
- Coordination & Completing the annual performance review of all the employees on time
- Planning and executing offsite, Fun Friday, Celebrations and fun engaging activities
- Processing of full and final settlement for exit associates within prescribed time line and issuing experience and relieving letter.

Worked as HR Recruiter in Kalven Tech Innovations Private Limited (April 2019 – Aug 2019)

Clients worked : Nisum Technologies, Freyer many more (C2H,Permanent)

- Experience in End to End Recruitment
- Gathering the requirement from clients, Customers, Analyzing requirements, Sourcing profiles, screening resumes, short listing candidates, scheduling the interviews, negotiating salaries with candidates and rate negotiation with Vendors
- Experience in Permanent and contract staffing hiring
- Conducting Walk-ins on weekend drives

Worked as a HR Recruiter in Read Mind Info Services (Feb - 2017 to Nov 2018)

Clients Worked : Mind Tree, L&T Infotech,TCS,Verizon,Value Labs (C2H,Permanent)

Recruitment:

- Sourcing Profiles and Posting the JD's in job portals like – Naukri.com, Monster
- Screening the applications
- Preliminary evaluation of candidates over phone
- Lining up as per the schedule for the further rounds.
- Handling End to End Recruitment
- Rolling out the offer letters for the selected
- Coordinate with the candidates till they join

Joining Formalities (On-Boarding) :

- Responsible to collect the details of newly joined employees and perform the certificates verification.
- Maintaining Employee Database
- Coordinating and Conducting induction
- Employee File creation, Joining Report, Bank Account opening.

General HR:

- Background Verification of an employee.

Worked as a HR IT & Non IT Recruiter in Edifice Tech Solutions (March 2016 to Feb 2017)

Clients : JLL,C2D Softwar,Fortuna pix (C2H and Permanent)

Roles & Responsibilities:

- Preparing the job description depends on the requirement of clients.
- Posting the ads in the job portals
- Search the profiles with key words according to the requirement of clients
- Call the candidates for basic screening
- Schedule the interviews
- Prepare interview evolution forms
- Conduct the interviews step by step
- Collect the documents from the selected employees & verification
- Database building, creating and maintaining required and relevant MIS

**Worked as a Internal Auditor in Vijay Savla & Company (Karvy Computershare Private Limited)
(September 2011 – February 2016)****Roles & Responsibilities :**

- Investigative Audit.
- Audit of Transfer of Securities as per SEBI.
- Dematerialization of shares as per NSDL/CDSL guidelines.
- Audit of Investor Grievances.
- Audit of Investigative audit from risk point of view.
- Reporting of Audit observations raised to the concern team member.
- Audit of legal documents as per SEBI Norms.

Educational Qualification :

QUALIFICATION	UNIVERSITY	COLLEGE/SCHOOL	YEAR OF PASSING	AGGREGATE
MBA (HR)	SMU	SIKKIM MANIPAL UNIVERSITY	2016	60%
B.Sc(Electronics)	Osmania University	JAHNAVI DEGREE COLLEGE	2011	60 %

Intermediate	Board of Intermediate Education	NARAYANA JUNIOR COLLEGE	2008	70%
SSC	Board of Secondary Education	HYDERABAD VIDYA BHAVAN HIGH SCHOOL	2006	62%

Project Handled :

- Title - Quality of work life
- Sponsored by - Department of Business Administration
- Mentor - Pawar (Hr manager)
- Scope - The objective of the project was to make a systematic study of Quality of work life

Contribution :

Quality of work life denotes all organizational inputs which aim at employee's satisfaction and enhancing organizational goals. The basic purpose is to develop jobs and working conditions that are excellent for employees as well as economic health of organization.

Computer Skills:

- Operating system : MS-DOS, Windows xp, 07
- P.c .Packages : MS-Office, C, Java, Oracle, Html

PERSONAL PROFILE:

- Father's Name : C . SATYANARAYANA
- Date of Birth : 01-05-1991
- Sex : Female
- Nationality : Indian
- Native Place : Hyderabad.
- Language known : English, Hindi & Telugu

Declaration:

I sincerely hope you will be kind enough to give me a chance in your organization. Certified the above particulars are true to the best of my knowledge.

Place: Hyderabad.

Date: __/__/____

(C Soujanya)