



Satya Sri Golakoti

SENIOR HR EXECUTIVE

 [linkedin.com/in/satya-golakoti](https://www.linkedin.com/in/satya-golakoti)

 7287072303/9059336490

 satyasrigolakoti319@gmail.com

SUMMARY:

Senior HR Executive with 4+ years of experience, specializing in Talent Acquisition, Learning & Development, and as a HR Business Partner (HRBP). Proven track record in designing effective training programs, managing onboarding processes, and driving employee engagement and performance initiatives. Skilled in stakeholder management, collaborating with cross-functional teams to align HR strategies with organizational goals, and fostering positive employee relations to deliver impactful results.

CORE COMPETENCIES:

- **Proficiency in MS Office and ChatGPT:** Streamlining HR operations and enhancing efficiency.
- **Expertise in Recruitment and Talent Acquisition:** Skilled in designing and implementing effective hiring strategies.
- **Learning and Development (L&D):** Enhancing workforce capabilities through targeted training initiatives.
- **Advanced Payroll Management:** Proficient in Perk Payroll software for accurate and efficient payroll processing.
- **Effective Induction and Onboarding:** Ensuring a seamless and engaging experience for new employees.
- **Employee Engagement:** Focused on fostering a positive workplace culture and enhancing employee experience through impactful engagement initiatives, including design and execution of engagement strategies, culture and belonging, employee communications, event planning and coordination, pulse checks and feedback mechanisms, recognition and reward programs, stakeholder collaboration, engagement metrics and reporting, onboarding experience, and employer branding support.

PROFESSIONAL EXPERIENCE

Human Resources Intern | Duration: 2 Months

Company: NACL Industries Ltd

Focus Area: Employee Engagement

- Conducted employee engagement surveys and one-on-one interviews to assess job satisfaction and motivation levels.
- Analyzed data to identify trends and provided actionable recommendations to improve engagement and morale.
- Evaluated the effectiveness of existing engagement initiatives and their impact on team productivity.
- Proposed strategies to enhance communication and collaboration across departments.

- Collaborated with cross-functional teams, gaining exposure to diverse organizational practices and culture.
- Developed a deep understanding of the drivers of employee engagement and the role of HR in fostering a positive work environment.

Senior HR Executive | Aug 2021 – Till Now

Company: FENIX COMMERCE PLATFORM PVT. LTD.

Roles & Responsibilities:

- HR Business Partner (HRBP),
- Talent Acquisition (IT & Non-IT)
- HR Operations,
- Learning & Development
- Employee Engagement
- Performance Management
- Policy Implementation & Communication
- Labour Law & Compliance

RECRUITMENT (TA):

- **Recruitment and Talent Acquisition:** Spearheaded the recruitment cycle for **IT** and **non-IT** roles, enhancing job descriptions and employing advanced search strategies such as **LinkedIn X-ray**, **Boolean search**, and multiple job boards (**Naukri**, **Hirect**, **Indeed**). Successfully sourced, screened, and hired candidates through effective pipeline management.
- **Strategic HR Initiatives:** Developed and implemented a comprehensive campus recruiting program, establishing robust connections with **training institutions** and **consultancies** to meet diverse hiring needs.
- **Vendor and Stakeholder Management:** Managed relationships with vendors and stakeholders, including job boards and headhunters, to optimize recruitment resources and processes.
- **Interview and Selection Process:** Coordinated and conducted interviews, managed salary negotiations, and closed positions, ensuring a smooth candidate experience from initial contact to onboarding. Leveraged social media platforms and online job boards to advertise open positions and engage with potential.

RECRUITMENT PORTFOLIO

Handled end-to-end recruitment for both **IT** and **non-IT** roles, with a strong focus on sourcing for **product-based companies** and high-growth startups.

IT & Technical Roles:

- ❖ **Software Development:** Java Developer (Spring Boot, Microservices), Python Developer (Django/Flask), .NET Developer, Node.js Developer
- ❖ **Frontend & UI:** React.js Developer, Angular Developer, UI/UX Designer
- ❖ **Mobile Development:** Android Developer, iOS Developer, Flutter Developer
- ❖ **DevOps & Cloud:** DevOps Engineer, AWS/Azure Cloud Engineer, SRE
- ❖ **QA & Testing:** Automation Tester (Selenium), Manual Tester, Performance Tester
- ❖ **Data & Analytics:** Data Analyst, Data Engineer, BI Developer, Data Scientist
- ❖ **CMS & CRM Platforms:** WordPress Developers, HubSpot Developers, Salesforce Developers/Admins
- ❖ **Others:** Tech Lead, Product Manager, Engineering Manager, IT Recruiters

Non-IT & Support Functions:

- ❖ HR Recruiters & Talent Acquisition Specialists
- ❖ Digital Marketing Managers & Executives

- ❖ Content Writers & Copywriters
- ❖ Marketing Managers (Performance/Brand)
- ❖ Executive Assistants & Admin Support
- ❖ HR Operations & L&D Coordinators

LEARNING & DEVELOPMENT:

- **Learning Management Systems Expertise:** Hands-on experience with Thinkific and other Learning Management Systems (LMS), ensuring efficient learning content delivery and management. Successfully implemented an LMS, achieving a 78% increase in course completion rates.
- **HR L&D Initiatives:** Demonstrated expertise in designing and delivering training programs, including leadership development, technical skills training, compliance training, and job training for new joiners. Create engaging training materials and activities using tools like Figma, Canva, and Poster My Wall.
- **Program Management:** Managed comprehensive training programs, including maintaining essential training documents and reports. Collaborated with senior leadership to identify skill gaps and develop targeted training initiatives to address them.
- **Budget and Resource Management:** Managed the L&D budget effectively, ensuring cost-efficient use of resources while maximizing training impact.
- **Evaluation and Continuous Improvement:** Evaluated training effectiveness through surveys, assessments, and performance metrics, leading to the continuous improvement of programs. Collected and analyzed feedback to ensure training remains relevant and impactful.
- **Cross-Functional Leadership:** Led cross-functional teams to roll out company-wide learning initiatives, fostering a culture of continuous learning and development.
- **Technical Proficiency:** Proficient in MS Office and graphic design tools, enhancing the quality and delivery of training materials.

HR OPERATIONS:

- **HR Operations:** Oversaw end-to-end HR operations, including joining and exit formalities, background verification checks, and maintaining employee documentation such as offer letters, appointment letters, and termination letters.
- **Employee Relations:** Conducted regular one-on-one meetings to address and resolve employee grievances, organized employee satisfaction and pulse surveys, and collaborated with department heads to find practical resolutions to conflicts and concerns.
- **New Joiner IT & Onboarding Coordination:** Coordinated with IT Admin to ensure timely laptop setup, system access, ID card issuance, and welcome kit distribution, facilitating a seamless onboarding experience for new employees.
- **Performance Management:** Developed and implemented a performance management system, conducted annual appraisals, provided constructive feedback, and created development plans to enhance employee performance and satisfaction.
- **Payroll Management:** Handled payroll activities using Perk Payroll software (HRMS), including entering accurate employee data (new hires, terminations, and promotions), verifying timesheets, managing employee punch-in/out requests, and generating pay slips.
- **Employee Engagement:**
 - ❖ Designed and executed engagement strategies aligned with organizational culture and employee needs.
 - ❖ Fostered an inclusive workplace through programs promoting culture, belonging, diversity, and community.
 - ❖ Managed internal communication channels to ensure transparency and alignment.
 - ❖ Organized cultural festivals, wellness activities, contests, and large-scale events like Annual Days.

- ❖ Conducted sports tournaments (e.g., badminton, volleyball) to encourage team bonding and active participation.
- ❖ Hosted All-Hands Meetings to share organizational updates and celebrate key achievements.
- ❖ Planned and coordinated company-wide annual outings for enhanced employee engagement.
- ❖ Rolled out recognition and reward programs, including spot awards and milestone celebrations.
- ❖ Collaborated with leadership, HR, and cross-functional teams to drive engagement initiatives.
- ❖ Tracked engagement metrics and reported insights to shape people's strategies.
- ❖ Enhanced the onboarding experience through structured inductions, buddy programs, and welcome initiatives.
- ❖ Supported employer branding through initiatives that reflect company culture and values.
- **POSH Compliance:** Implemented POSH policies, served as the Communication Officer for the POSH Committee, and successfully managed POSH cases in the workplace.
- **Social Media Management:** Managed the organization's social media accounts, creating and posting content to promote organizational culture and engagement initiatives.
- **Corporate Communication:** Designed and executed engaging communications such as birthday and anniversary announcements, client onboarding updates, and internal newsletters.
- **Design and Branding Support for Initiative:** Created training materials, templates, logos, and posters for initiatives using tools like Figma and Canva.
- **Employee Documentation:** Administered onboarding and offboarding formalities, including no-due clearances, exit interviews, and exit clearance processes.
- **Budget and Vendor Management:** Determined HR department budgets, controlled expenditures, and managed vendor relations for smooth operational support.
- **Surveys and Feedback:** Conducted culture surveys, engagement surveys, and other feedback mechanisms to evaluate and enhance organizational initiatives.
- **Flexible Work Policies:** Implemented a flexible work schedule to boost employee engagement and job satisfaction.
- **Policy Update, Implementation & Communication:** Updated policies to align with company goals and compliance standards, ensuring smooth implementation across teams. Communicated changes effectively through training, emails, and documentation to enhance understanding. Collaborated with key stakeholders to refine policies based on feedback and evolving business needs.
- **Labour Law & Compliance:** Proficient in handling core labour law compliances, including the **Payment of Gratuity Act, Minimum Wages Act, Payment of Wages Act, Employees' Provident Fund (EPF), Employees' State Insurance (ESIC), Shops and Establishments Act, and the Factories Act**
 - ❖ Experienced in managing **gratuity calculations**, processing **final settlements**, and ensuring timely disbursement in line with statutory regulations.
 - ❖ Proactively update HR policies and employee communications to remain compliant with evolving labour law amendments.

TOOLS & SOFTWARE PROFICIENCY:

Experienced in using **Naukri, LinkedIn, Jivrus**, and **Quilgo** for sourcing and recruitment; **Perk Payroll Tool** for streamlining HR operations and payroll management; **Thinkific** for learning management; **Trackstar** for performance management; and **Slack, Outlook, Gmail**, and **Microsoft Teams** for internal communication. Proficient in **Microsoft Excel**, including the use of **Pivot Tables, VLOOKUP, HLOOKUP, XLOOKUP, SUM, AVERAGE, COUNT, sorting, filtering, charts and graphs**, and **data analysis using functions and basic dashboards** to support reporting and decision-making.

EDUCATION:

MBA in Human Resources, Vignan's Institute of Engineering for Women, 2020