

MAJJI TATAYYA BABU

HR Operations Executive

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Summary

- I am known for being a **dependable team player** with strong coordination skills, having worked closely with cross-functional teams including finance, recruitment, and analytics to ensure smooth HR operations. My experience in **updating HR dashboards**, supporting MIS reporting, and maintaining accurate employee records has allowed me to contribute meaningfully to **data-driven decision-making**. With a continuous learning mindset, I'm eager to take on new challenges in HR domains such as compliance, HR analytics, and employee engagement to further align HR strategies with organizational growth.
- Results-driven **HR Executive** with 1 year of hands-on experience in **payroll processing, HR analytics, and employee lifecycle management**. Proven ability to manage end-to-end **monthly payroll** for 150+ employees with 100% accuracy and statutory compliance (PF, ESI, PT, and TDS).
- Experienced in working with **Power BI dashboards** for HR reporting—responsible for **monitoring, updating, and validating data** related to attrition, headcount, recruitment status, and onboarding performance. Collaborated with analysts to ensure dashboards were accurate and aligned with HR requirements. Proficient in **HRMS tools** and advanced in **Excel functions** (VLOOKUP, PivotTables, IF statements) for data validation and monthly HR MIS reporting.
- Strong interpersonal and organizational skills with a consistent focus on accuracy, process improvement, and timely communication. Seeking to grow in a dynamic HR environment where data-backed HR decision-making and employee experience are a priority.

Experience

HR Executive – SPNN Business Services Pvt. Ltd.

June 2024 – June 2025 | Visakhapatnam

- Managed payroll processing for 150+ employees; ensured timely and error-free payouts.
- Worked with dynamic HR dashboards using Power BI to track attrition, recruitment, and headcount trends.
- Maintained employee records, supported recruitment cycles, and streamlined onboarding processes.
- Coordinated with managers for performance appraisal inputs and employee engagement activities.
- Ensured compliance with statutory regulations and created monthly HR reports for management review.

Education

Gonna Institute Of Information Technology And Sciences	2021 - 2023
Master Of Business Administration in Human Resources GPA: 72 / 100	
Ayyanna Educational Institutions	2017 - 2019
Degree in Bachelor Of Commerce GPA: 78 / 100	
Narayana Junior College	2013 - 2015
Intermediate (M.P.C) GPA: 86 / 100	
Zp High School	2012 - 2013
SSC (10TH) GPA: 7.7 / 10	

Projects

Onboarding & Employee Experience Optimization with HR Analytics

- Led end-to-end **onboarding** for 50+ employees by introducing a structured induction program, welcome communication templates, and a Day-1 checklist system.
- Enhanced **new joiner engagement** by automating induction feedback forms and tracking onboarding success rates using **Power BI dashboards**.
- Collaborated with managers to drive **employee engagement initiatives** (e.g., birthdays, team events, satisfaction surveys), improving new hire retention within the first 6 months.
- Worked with Power BI dashboards to visualize **onboarding status**, **joining trends**, and **early attrition analysis** to improve HR decision-making. Managed monthly **payroll processing** for new joiners, ensuring accurate salary credits and statutory deductions.
- Coordinated with finance to complete **full and final settlements** and documentation for exit employees.

Tools

Power BI • Excel • HRMS

Strengths

⚡ Strong Communication Skills

💎 Be Comfortable Making Difficult Decisions

✓ Time Management