

Patinti Venkata Ramana

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HR Associate Committed to Driving Talent Strategies and Enhancing Workplace Culture. Adept at recruitment, employee engagement, and HR policies with a strong commitment to organizational growth, employee development, Legal & Compliances.

EDUCATION

Master of Business Administration – Human Resources

Andhra University, Visakhapatnam

CGPA 8.0

Bachelor of Science – Maths, Physics, Chemistry

VDA Degree College, Visakhapatnam

CGPA 7.0

Professional Skills

- Operations, Responsibilities, Sourcing, Recruitment
- Data Visualization – MS Excel, MS Word

Experience

Human Resource Executive

Kalyani Motors Pvt. Ltd – Hyderabad

March 2025 – Present

- **Manage employee benefits:** Designing, implementing, and administering programs that provide compensation beyond salary, such as health insurance, retirement plans, and paid time off
- **Recruitment & Selection:** Recruitment is the process of attracting a pool of qualified candidates for a job, while selection is the process of choosing the most suitable individual from that pool.
- **Grievance Handling:** A grievance is any real or perceived feeling of injustice that an employee has about the workplace or management practices.
- **Employee relations:** It is the practice of maintaining positive employer-employee relationships to foster a productive, respectful, and engaging work environment.
- **Compensation & Benefits:** It involves designing and managing employee pay and perks to attract, motivate, and retain talent.
- **Performance Management:** It is the process of setting goals, evaluating employee performance, and providing feedback to enhance productivity and development.
- **HR Administration:** Maintaining employee records and HR information systems, supporting other HR functions, such as talent management and succession planning.
- **Training and development:** refers to the efforts organizations undertake to enhance employees' knowledge, skills, and abilities, ultimately boosting both individual and organizational performance.
- **Employee Lifecycle Management:** HR operations manages all stages of the employee experience, including recruitment, onboarding, training, performance management, compensation and benefits, and offboarding.

- **Payroll:** Refers to the comprehensive record of employee compensation, including salaries, wages, bonuses, and deductions, for a specific period.
- **Administrative Support:** Provided comprehensive administrative assistance to HR teams, streamlining operations and maintaining efficiency.
- **Interview Coordination:** Scheduled and managed interview processes, ensuring seamless communication between candidates and interview panels.
- **Sourcing:** Identified and engaged potential candidates through various channels, including job boards, referrals, and social media platforms.
- **Candidate Communication:** Maintained clear and professional communication with candidates throughout the recruitment process, enhancing the candidate experience.
- **Onboarding:** Facilitated onboarding programs to integrate new hires effectively into the organization, ensuring compliance with company policies.
- **Attendance Management:** Monitored and maintained employee attendance records, ensuring adherence to organizational policies.
- **Change Management:** Supported change initiatives by assisting teams in adapting to organizational transformations and new processes.
- **Statutory:** Handled end-to-end PF and ESI processes registration, monthly contributions, and grievance resolution in alignment with statutory requirements
- **Employee engagement :** The level of enthusiasm and dedication a worker feels toward their role and the organization's goals.

Strengths

- Leadership, Critical thinking, Team player, Problem Solver, Self-Motivator

Publications

- Title - Problems & Prospects of Paan Shop – 2023
UGC Net Publications
- Title - Understanding & Fostering Entrepreneurial intentions among students – 2023
Journal of Survey in Fishery Sciences Publications

Languages

Telugu – Native | English – Professional | Hindi

Personal Details:

Patinti Venkata Ramana

DOB 20/06/2000

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Srikakulam, Andhra Pradesh, Indian