

SWATHI KONA

HR EXECUTIVE

CONTACT

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Hyderabad

PROFILE SUMMARY

To pursue a rewarding career in HR field and contribute my best to the organization, by delivering sustained organizational growth in dynamic environments. Dedicated and resourceful Management Professional in the areas of HR Planning, Policy processing & General Administration.

EDUCATION

2010 - 2014
JNTU - K UNIVERSITY
Btech - 2014

ACHIEVEMENT

Received best Employee Award
Recognition Of Outstanding
Performance In 2023

SKILLS

- Ms-Office(Excel, V Look up, H Lookup, X lookup, Pivot Table, Salary& incentive formula's, Ms Word,PowerPointEtc)
- Teamwork
- Time Management
- Workday
- SAP

RESPONSIBILITIES

- Administration
- Employee Relation
- HR Operations& Analytics
- Payroll Processing
- Incentives
- Exit management

WORK EXPERIENCE

OPPO

HR Executive

2021 - 2024

- Wage & Salary Administration & Payroll Processing. Transactions (Attendance Inputs, Records, Payroll, Professional Tax, Leave Management). HR Policy interpretation and Administration related queries (Leaves, Overtime, Reimbursement) Responsible to prepare HR MIS on monthly basis
- Preparing monthly payroll inputs (Stop salary input, allowances, LOPS, Salary bank details, new joinee details, resignation) & send to payroll team for salary processing. Bonus and Gratuity Calculation. Handling 1000+ manpower (HQ Staff, Sales Staff, Marketing Staff etc). Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent work environment. Responsible for Communication of recent changes in Policies/Process as and when required to the Employees. Maintaining Leave Process and attendance of the entire workforce. Maintaining a systematic and comprehensive data base for all the employees. Handling employees' queries & grievances especially for female employees in the organization.

I.C.E Gate Academy

HR & Admin

2017 - 2021

Subject faculty Recruitment, Pay Roll, Employee Relation activities, Admin Activities. Policies & Procedures Making, supervision of online classes in Covid time

Novel Patent Services

Patent Analyst

2015 - 2017

- Conduct thorough patent searches using various databases and search tools to identify existing patents, patent applications, and prior art related to a specific technology or invention.
- Identify and analyze prior art references to determine their relevance to a particular patent application or invention.