

CONTACT

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Hyderabad, T.S

EDUCATION

2022

UG - BLISC - 45%

Kakatiya University,
Warangal, Telangana

2018

PG - MBA(HR) - 74.9%

Ganapathy Engineering College
Warangal, Telangana

2016

UG - B.TECH(ECE) - 58.3%

Vaagdevi Engineering College
Warangal, Telangana

2012

INTERMEDIATE(M.P.C) - 63.9%

Sri C.V.Raman Jr. College
Warangal, Telangana.

2010

S.S.C - 78.3%

Gowtham Model School
Warangal, Telangana.

GUDIPAKA ROSHAN

HR PROFESSIONAL | QA ANALYST

PROFILE

Human Resources Executive with 1.3+ years of experience in hiring and on-boarding, employee benefits and payroll, performance tracking methods, Statutory Compliances, policies formulation, Time-off Management and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management.

WORK EXPERIENCE

IT FACILITATOR

LOTUS NATIONAL SCHOOL
WARANGAL

June 2024 to April 2025

RESPONSIBILITIES :

- Designing, delivering and teaching lessons for students based on CBSE curriculum and school guidelines.
- Teaching foundational to advanced topics (e.g., MS Office, Scratch, HTML, Python, AI basics, etc.) to all 4th -10th classes.
- Maintaining updated lesson plans, worksheets, and digital content.
- Preparing and evaluating question papers (periodic tests, term exams, practicals).
- Conducting formative and summative assessments fairly and timely.
- Maintain records of student progress and share regular feedback.
- Maintaining the computer lab properly and professionally, including hardware, software, and internet resources.
- Ensure systems are functional, secure, and child-friendly.
- Encouraging the use of educational tools like Scratch, Python IDEs, Excel, presentation software, and safe browsing practices.
- Teaching students about cyber safety, data privacy, and ethical use of technology.
- Coordinating with other subject teachers for integrated learning projects.
- Providing remedial support or enrichment activities as required.

HR ASSISTANT

CLIENT SIDE - AMAZON : DCIPL

ROLE : CTK (CENTRALIZED TIME KEEPER)

Varite India Private Limited (Third Party Payroll)

Hyderabad

Contractual Role

September 2022 to December 2022

TECHNICAL SKILLS

- Functional Testing
- SDLC
- Agile Methodology
- JIRA
- Defect Management
- Manual Test cases
- Regression Testing
- Sound Knowledge in using M.S. Office.
- Operating system(Windows 7, 8, 10).
- Multi-Media.

CORE COMPETENCIES:

- Talent Acquisition
- Payroll Management
- Leave Balance
- Grievances handling
- Effective communication and Interpersonal skills
- Time-Management skills
- Negotiation skills
- Target driven
- Resilience and Adaptability
- Good at Multi-tasking
- HR data
- HRIS / HRMS
- Decision Making skills
- Empathetic skills
- Organizational skills

RESPONSIBILITIES :

- Understanding the tickets which are raised by employees/ HR's/ Manager's who are from US and Canada Region.
- Connecting with the Centralized HR's/ Manager's via Amazon Chime for any clarifications in the requested tickets.
- Logging into HRIS tools to code as per the requests.
- Resolving the tickets within SLA and used to maintain the quality while resolving the tickets. per the requests.
- Worked on mass tickets which are greater than 50 transactions per day.
- Maintaining the quality and quantity of the tickets.

HR ASSOCIATE

Client Side – Infosys

Role : Induction and Onboarding specialist

LanceSoft India Private Limited (Third Party Payroll)

Hyderabad

Contractual Role

March 2022 to June 2022

RESPONSIBILITIES :

- Initiating the Documentation process.
- Giving Induction to the new Joined employees.
- Collection and Verification of Documents.
- Post Joiners connect to assist them in getting things done like, login to HRIS tools, Attendance tools, completing the quiz and etc.
- Post to the induction, sending mails like System Navigation and JJP links to the
- new joined employees regarding the login process which helps to access the company web portals and used to guide them.

HR EXECUTIVE

Role : Recruitment & Operations

Lagroce Retail Technologies Private Limited

Gachibowli, Hyderabad

March 2021 to July 2021

RESPONSIBILITIES :

- Handling the Recruitment.
- Understanding the given requirement, and use to source the potential candidates from Job portals and Networking channels within the given time.
- Negotiating the applicants.
- Document verification.
- Releasing the Offer and Appointment letters.
- On-boarding the new joiners, Induction process, and closing the Joining formalities.
- Providing the ID cards, and use to collect the government ID proofs for creating bank accounts.
- Providing the company laptops and use to store the data of the Laptops.

PERSONAL DETAILS

- Marital Status : Single
- Hometown : Warangal
- Date of Birth : 16th Nov, 1994
- Hobbies : Surfing net based on my requirement.

LANGUAGES

- English
- Hindi
- Telugu

- Looking after the Stationary requirement for office, and to maintain the stationary items adequate based upon the company needs.
- Composing the mails to communicate officially rather than verbally with different departments.
- Receiving the complaints which mostly come from our Stores and use to redress those issues in a timely manner.
- Tracking the daily attendance.
- Preparing the monthly Pay sheets.
- Overseeing the exit (Full and Final Settlement) process to exited employees.
- Retention of the resigned employees.
- Coordinating with different departments / Managers and collaborating with them if necessary.

HR EXECUTIVE

Role : Recruitment & Operations
Raje Retail Private Limited
Kukatpally, Hyderabad
February 2019 to July 2019

RESPONSIBILITIES :

- Handling the Recruitment.
- Source and recruit the right candidates by using different databases and social media.
- Screening candidate's resumes and job applications.
- Conducting interviews and filtering candidates for open positions.
- Explaining the organizational policies and procedures, and about current business and future plans.
- Responsible for the completion of all the joining formalities, entailing the collection and taking identity and address proofs, issuing the offer and appointment letters, sharing the Employee ID's, ensure in filling up bank details and closing the joining formalities.
- Registration of PF and ESI member ID's to new joiners.
- Tracking the daily attendance.
- Grievances Handling.
- Overseeing the exit (Full and Final Settlement) process to exited employees.
- Retention of the resigned employees.

PROJECT :

- **Title:** Quality of work Life.
- **Company:** Transmission Corporation of Telangana.
- **Duration:** 45 Days.
- **Description:** The study is done with an objective of understanding the Quality of work Life in the Organization. In my study, I observed that employees feel that their superiors are highly helpful in getting their job done and the work environment is participatively effective.

COURSE :

Course name : MANUAL TESTING and AUTOMATION TESTING (SELENIUM)

Institute name: HARSHA TRAININGS, KPHB, HYDERABAD.

PROJECT :

- **Title:** OrangeHRM Version3.0 - My Info Module.
- **Reference Document:** Project Functional Requirement Specification, Version 1.

RESPONSIBILITIES:

- Writing Test Cases.
- Test all major features of the website.
- Test the website on different browsers and devices.
- Verify compatibility with different operating systems.

INTERNSHIPS :

- Worked as a UX designer for 1 month in Youth Empowerment Foundation.
- Worked as a HR for 1 month in Youth Empowerment Foundation.

STRENGTHS :

- Strong dedication and commitment towards work.
- Eager to learn new things.
- Ability to adapt to changes in work environment.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Hyderabad

Date :

Signature
(GUDIPAKA ROSHAN)