



Manikonda. Manaswini

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SUMMARY

To work in an environment where my creativity skills can reach its zenith and to be a part of an ever-growing organization and thereby to become a strong asset to the organization to contribute my share of responsibility.

SKILLS

- Adaptability
- Microsoft Office Word
- Microsoft PowerPoint
- Microsoft Excel
- Leadership Skills
- Interpersonal Communication
- Fundamentals of Internet

EXPERIENCE

➤ **Human Resources (02/2022 – Till date)**

❖ **Vellore Institute of Technologies, Andhra Pradesh,**

- * Responsible for attracting and selecting qualified candidates for various positions within the institution. This includes job descriptions, posting job openings, reviewing resumes, conducting interviews, and making hiring decisions.
- * Managing employee relations within the university, including handling employee grievances, conflicts, and disciplinary actions.
- * Implementing training programs to help employees develop their skills and knowledge.
- * Conducting performance evaluations, and providing feedback to employees, setting performance goals and addressing to the managers regarding the performance issues and develop improvement plans.
- * Maintain accurate records, implementing policies and procedures and conducting audits to ensure compliance.
- * Managing the university's compensation and benefits programs. Conducting salary surveys, and administering benefits such as health insurance, retirement plans, and paid time off.
- * Developed and implemented onboarding programs, Managed the entire onboarding process, Streamlined the onboarding process, Provided orientation and training to new hires
- * Organizing employee events, conducting employee surveys, and implementing programs to improve employee satisfaction and retention.
- * Maintaining employee records and managing HR systems and databases.
- * Promoting a positive work environment and ensure that employees are treated fairly and consistently.
- * Conducting employee exit interview and preparing the full and final settlement to the employees.

➤ **Administration & Receptionist, (05/2017 - 02/2022)**

❖ **CUBE CAD / CAM TECHNOLOGIES, VIJAYAWADA**

- * *Answering and directing phone calls to the appropriate staff members.*
- * *Managed scheduling and coordination of training sessions.*
- * *Assisting with administrative tasks such as filing, data entry and photocopying.*
- * *Supervised and guided administrative staff, providing training and performance feedback to enhance productivity.*
- * *Ensured timely procurement of supplies, tools, and materials required for training and institutional operations.*
- * *Handled student inquiries, admissions processes, and ensured a positive learning environment.*
- * *Maintained accurate records of student progress, attendance, and institutional documentation.*
- * *Coordinated with external vendors and service providers for equipment maintenance and technical support.*
- * *Developed and enforced policies and procedures to ensure compliance with institutional and regulatory standards.*

➤ **EDUCATION**

- * **Acharya Nagarjuna University, Guntur**
M.A (M.H.R.M)
- * **Andhra Loyola College, (2017)**
Graduation (BSc, BZC)
- * **Sri Chaitanya Junior College, (2014)**
Intermediate (Bipc)
- * **AKTPMC High School, VIJAYAWADA (2012)**
SSC

➤ **ACHIEVEMENTS**

- * Attend a three-day e-content Wikipedia workshop in botany from 7th to 9th August, 2015 at ALC in collaboration with CIS A2k, Bangalore.
- * Two-Day Hands-on training cum workshop on computational biology (under DBT-Star College scheme).

➤ PERSONAL INFORMATION

- * Date of Birth: 15/05/1997
- * Nationality: Indian

➤ LANGUAGES

- * Telugu, First Language
- * English, Advanced
- * Hindi, Beginner

➤ Declaration

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

Place:

Date:

M. Manaswini