

SUREKHA KATTA

Kattasureka5@gmail.com | +91 8919701211 | <https://www.linkedin.com/in/katta-surekha>

CAREER OBJECTIVE :

To build my career in the HR department with a focus on payroll and salary processing, where I can apply my understanding of payroll structure, employee data handling, and improve my skills in managing HR records and systems.

EDUCATION:

- **Master of Business Administration(MBA)** Finance(Major), Human Resource(Minor)
Krishna Chaitanya institute of Science & Technology College
Kakuturu, Andhra Pradesh [2023-2025] (Awaiting for results)
- **Bachelor of degree(BSc computer science)**
Krishna Chaitanya Degree College
Nellore, Andhra Pradesh with **9.22** CGPA [2020-2023]
- **Intermediate (MEC)**
Krishna Chaitanya Degree College
Nellore, Andhra Pradesh with **7.5** CGPA [2018-2020]
- **SSC**
Bethel Velangani Matha [E.M] High School
Nellore, Andhra Pradesh with **8.8** [CGPA]

Project:

Record Keeping and Salary Management

1. Collected and managed employee details including ID, name, department, and designation.
2. Good at handling employee data accurately.
3. Able to maintain employee salary records.
4. Basic knowledge of payroll and salary processing.
5. Gained knowledge on statutory components, attendance impact, and salary structure.

Work Experience:

Payroll HR Executive

Jyothi Garments, Hyderabad

May 1, 2025 –Till date

1. Take care of the Employee Attendance through the Form 25 register.
2. Where I handled payroll for around 1200 employees using Excel.
3. I maintained employee records, worked on attendance data and salaries.
4. Checked payroll details to avoid mistakes and fixed issues with salary or attendance.
5. I also gained good knowledge of statutory parts like PF, ESI and PT.

Skills & Technologies:

- MS Excel (Formulas, Data Entry, Payroll Sheets)
- MS Word & PowerPoint
- Basic Payroll Knowledge
- Employee Data Management
- Email Writing & Communication

Languages Known: English, Telugu, Tamil

Declaration:

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Signature

Surekha katta