

Divya Surineni

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Human Resources Manager

People Leader | Workplace Ethics & Diversity | Talent Acquisition |

Personal Summary: A strategic, people-oriented **Human Resources Leader** with 5+ years of experience strategizing with organizations to optimize employee engagement, improve organizational success, and hire and retain quality candidates. Highly skilled at people operations and scaling teams, I pride myself on having strong people skills and strategies that attract, retain, and develop the best talent. I aim to be a business leader who thrives in finding creative solutions, leading with empathy to complex organizational issues to boost organizational success with culture and diversity in mind.

Core Competencies

People Strategies | Talent Retention | DEI Strategy | Training and Coaching | Performance Reviews | Onboarding | Conflict Management | EEO | Workforce Analytics | Talent Development | Relations Management | HR Policy and Guidelines | Creative & Resourceful |Detail-oriented | Organizational & Planning Skills

Professional Experience

Argyll Infotech Inc

Madhapur, Hyderabad

Mar 2024 – May 2025

Human Resource Manager

I manage HR operations, overseeing hiring, benefits, and policies. Supervised recruitment, training, and disciplinary actions. Led daily workflow and ensured adherence to company guidelines.

- Developed and Implemented onboarding programs, conducted virtual orientation sessions, and trained employees on company policies, procedures, and duty responsibilities.
- Coached team members on productivity strategies, policy updates, and performance improvement plans to accomplish challenging goals.
- Tracked and analyzed HR metrics, such as employee turnover, retention rates, and employee satisfaction, to identify areas for improvement.
- Effectively mediated team conflicts, fostering a collaborative work environment and demonstrating strong conflict resolution skills.

Sharpedge Solutions Inc

Madhapur - Hyderabad

Mar 2021 - Feb 2024

HR Manager

I led and directed the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. My supervising responsibilities include Recruits, interviewing, hiring, and training new staff in the department. My other routine also includes overseeing the daily workflow of the department and handling discipline and termination of employees in accordance with company policy.

- Managed the HRIS system and ensured data accuracy,, resulting in a 99% data accuracy rate.
- Developed feedback loop program which identifies customer-impacting issues and implements solutions and process improvements to increase customer satisfaction

Human Resource Executive

Apr 2019 - Feb 2021

My promotion responsibilities primarily include updating HR policies and overseeing our hiring processes. I had to Implement performance review procedures (e.g. quarterly/annual evaluations) and develop fair HR policies and ensure employees understand and comply with them. I have also overseen and established effective sourcing, screening, and interviewing techniques. I was also partially involved in assessing training needs and coordinating learning and development initiatives for all employees.

- Interpreted and applied laws, regulations, policies and practices to provide advice and guidance to officials, supervisors, and employees on a variety of recruitment processes and procedures.
- Advised management of unique conditions and issues that affect administrative functions and provides guidance on the interpretation and implementation of new and revised legislation, policies, regulations and procedures.
- Developed and implemented new HR policies and procedures, resulting in a 25% reduction in turnover.

Human Resources Associate

Oct 2018 – Mar 2019

My primary role is to Maintain human resources records by maintaining applications, résumés, and applicant logs. I was also involved in Verifying candidate background by contacting references and enrolling new employees by issuing forms and applications; and verifying completion.

- Responded to employee inquiries and complaints using HR operating procedures and workplace guidelines.

EDUCATION

- Bachelor of Technology in Computer Science June 2019
Ellenki College of Engineering & Technology

Courses

Operational Excellence: Coursera Aug 2023 – Oct 2023

Languages

English, Hindi, Telugu