

MENDEM PRASANTH

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Hyderabad (Permanent: Visakhapatnam)

Career Objective

HR professional with over **5 years of experience** in Recruitment, HR Operations, Payroll, and Statutory Compliance. I am seeking a challenging position in a reputable organization where I can contribute my skills in Human Resources while continuing to grow professionally.

Core Competencies

- Recruitment & Talent Acquisition
- HR Generalist Activities
- Induction & Onboarding
- Exit Formalities & F&F Settlements
- Payroll & Salary Structuring
- ESI, PF, PT, TDS Compliance
- MIS & HR Reporting
- Timesheet & Leave Management
- Background Verification (BGV)
- Insurance & Employee Welfare Programs
- HRMS & MS Office

Professional Experience

BioGenex Life Sciences Pvt Ltd, Hyderabad

HR Executive

August 2024 – Present

- Handling end-to-end HR operations including onboarding, payroll, compliance, insurance, and documentation.
- Coordinating BGV checks, issuing offer letters, POE, audit letters, and supporting visa documentation.
- Managing maternity leave trackers and employee welfare initiatives.

Quess Corp Ltd (Client: Reliance KGD6), Kakinada

HR Executive

January 2024 – August 2024

- Oversaw complete joining and induction process for new recruits.
- Managed statutory compliance documentation, exit processes, and employee documentation.
- Guided employees on PF/ESI formalities, prepared final settlements, and addressed audits.

Meraki Offshore, Visakhapatnam

HR Recruiter

June 2019 – December 2023

- Managed full recruitment cycle across functions and levels.
- Conducted interviews, processed offer letters, and assisted with employee onboarding.
- Supported payroll and compliance, timesheet tracking, and leave administration.

Key Responsibilities across Roles:

- Designed and conducted induction and onboarding programs.
- Managed joining formalities, ID cards, appointment letters, and HR system entries.
- Conducted exit interviews, prepared experience and relieving letters, and managed F&F settlements.
- Coordinated statutory filings and documentation for PF, ESI, PT, and TDS.
- Managed payroll for 100+ employees including salary inputs, bonus payouts, and TDS estimations.
- Handled BGV including address, reference, education, and employment checks.
- Processed insurance claims, renewals, annual health check-ups, and coordination with doctors.
- Created HR reports: attrition, salary reports, variance/comparison analysis, MIS reports.
- Maintained leave records, absenteeism reports, overtime tracking, and compensatory off reports.
- Coordinated with auditors and government authorities during inspections and visits.

Education

- **MBA in Human Resource Management** – Andhra University, Visakhapatnam (2019) – 59%
- **B.Tech in Mechanical Engineering** – VIET (2015) – 59%
- **Intermediate (MPC)** – Alfa Junior College, Visakhapatnam (2012) – 65%
- **SSC** – Bhashyam Public School, Visakhapatnam (2009) – 74%

Technical Skills

- MS Office (Word, Excel, Outlook, PowerPoint)
- HRMS Tools

Personal Details

- **Date of Birth:** 21-Aug-1994
- **Father's Name:** M. Rambabu
- **Languages Known:** English, Telugu, Hindi
- **Permanent Address:** Qno 310 A, Sector 5, Ukkunagaram, Visakhapatnam – 53003

Declaration:

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Place: Hyderabad

Date:

Signature:
MENDEM PRASANTH