



KINTHADA LAKSHMI AMULYA

Address: Kurmanpalem, Visakhapatnam
Phone: +91 7815847441
Email: kinthada0704amulya@gmail.com

SUMMARY

Highly driven and people-centric MBA (HR) graduate with hands-on experience in HR operations, learning & development, payroll coordination, and employee engagement. Adept at supporting full-cycle HR functions, coordinating training and development programs, and maintaining HR data accuracy. Known for excellent communication, organizational, and interpersonal skills, with a strong commitment to creating a positive and productive workplace.

PROFESSIONAL EXPERIENCE:

HR Executive

Vertico BPO & LPO Pvt Ltd, Hyderabad

Apr 2025 – Till Date

- Facilitating end-to-end Learning & Development (L&D) initiatives across business units.
- Coordinating with internal trainers and department heads to schedule training sessions.
- Maintaining training records and compliance tracking through HRMS and external portals.
- Managing probation review cycles: updating employee status, coordinating feedback, and communicating with leadership for confirmation.
- Coordinating accreditation processes for international certifications; liaising with the UK Law Society.
- Supporting monthly payroll input collection and updates including maternity leave and attendance data.
- Maintaining employee profiles, ensuring data accuracy for benefits and training access.
- Planning and executing employee engagement activities to enhance morale and retention.
- Handling HR communications and general correspondence related to employee lifecycle.

INTERSHIPS

HR Intern – Operations (Paid Internship):

Samiksha Enterprises Pvt Ltd, Hyderabad

Sep 2024 – Jan 2025

- Supported core HR operations including onboarding, documentation, and employee data updates.
- Conducted engagement initiatives to enhance organizational culture.
- Coordinated performance appraisal cycles, tracking feedback, and ensuring timely reviews.
- Assisted with training coordination, meeting logistics, and HR calendar management.
- Supported payroll and employee benefits administration.

HR Intern – Recruitment & Onboarding:

GHIAL - GMR Hyderabad International Airport Ltd

May 2024 - Jul 2024

- Assisted in full-cycle recruitment by screening resumes, shortlisting candidates, and coordinating interview schedules.
- Posted job advertisements on internal and external job portals in alignment with role requirements.

- Coordinated onboarding processes including document collection, induction scheduling, and welcome kit preparation.
- Facilitated training programs by managing trainer communications, scheduling sessions, and tracking attendance.
- Maintained and updated employee records in HRMS post-joining, ensuring accuracy and compliance.
- Assisted in preparing job descriptions and revising them to match departmental requirements.
- Created and compiled training materials, session feedback forms, and attendance reports.
- Provided administrative support in organizing HR meetings, induction events, and candidate communication.
- Helped maintain compliance by ensuring proper documentation and archiving of employee onboarding files.

HR Intern – Learning & Development:

GHIAL - GMR Hyderabad International Airport Ltd

Oct 2023 - Dec 2023

- Supported core HR functions, including employee onboarding, background verification coordination, and HR documentation.
- Maintained and updated employee records and HR databases to ensure data accuracy and confidentiality.
- Assisted in planning and executing employee engagement activities to foster a positive workplace culture.
- Coordinated Learning & Development programs by managing training calendars, booking venues, and preparing training logistics.
- Monitored training attendance, gathered session feedback, and compiled learning effectiveness reports.
- Aided in the performance appraisal process by tracking review deadlines, compiling feedback forms, and following up with departments.
- Participated in HR meetings, took meeting minutes, and prepared follow-up action items.
- Supported payroll-related tasks by verifying employee attendance and assisting with benefits-related data.
- Collaborated with cross-functional teams for planning HR events, workshops, and awareness programs.
- Helped in drafting and updating HR policy documents and standard operating procedures (SOPs).

EDUCATION

Master of Business Administration (MBA) - Human Resources

Gayatri Vidya Parishad College for Degree and PG Courses, Visakhapatnam
Nov 2022 - Aug 2024 | CGPA: 7.00

Bachelor of Business Administration (BBA)

Aditya Degree College, Visakhapatnam
2018 - 2021 | CGPA: 7.00

Jr. College (+2)

Sri Chaitanya Junior College,
Visakhapatnam | CGPA: 8.36

Technical & HR Skills:

- HR Tools: HRMS, Google Workspace, Microsoft Office (Excel, Word, PPT)
- Recruitment & Onboarding
- Payroll Coordination
- Employee Engagement & Events
- Training & Development
- Performance Management
- HR Documentation & Compliance

Soft Skills:

- Strong Communication & Interpersonal Skills
- Organizational & Time Management
- Adaptability & Quick Learning
- Attention to Detail
- Team Collaboration
- Problem Solving

Languages Known

- Telugu
- English
- Hindi

Hobbies

- Reading Novels, Playing Guitar, Badminton

DECLARATION

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

Kinthada Lakshmi Amulya
7815847441