

JAYASREEVANI PEDADA

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SUMMARY

Dedicated HR professional with 1 year of experience in recruitment, onboarding, compliance, and employee engagement. Skilled in talent acquisition, training coordination, and HR operations, with a proven track record of improving hiring efficiency and employee retention. Seeking to contribute to HR practices by driving people strategy, compliance, and workforce excellence.

WORK EXPERIENCE

Sep 2023 – Sep 2024

HR Executive

- Nekkanti Sea Foods Pvt Ltd, Visakhapatnam Sep 2023 – Sep 2024 Led end-to-end recruitment across production, operations, and support functions.
- reducing hiring cycle time by 20%. Designed and executed structured onboarding & induction programs for 100+ hires, ensuring smooth integration and higher retention. Maintained accurate employee records, HR documentation, and compliance reports, achieving 100% statutory compliance during audits. Supported employee engagement initiatives, resulting in improved workplace morale and retention.
- Partnered with managers to address workforce needs and guided interns/new hires, demonstrating mentoring and leadership skills.

Internship Experience

- Training & Development Intern in Queen's NRI Hospital, Visakhapatnam Jun – Aug 2022 Assisted in recruitment and onboarding processes. Developed training material and contributed to HR compliance and administration. Supported delivery of employee training sessions, improving engagement and awareness. Compensation & Benefits Intern
- Varun Motors Pvt Ltd, Visakhapatnam May –Jul 2023 Conducted compensation data analysis and supported salary structure updates. Ensured compliance with internal HR policies and prepared documentation for external audits. Assisted in payroll processing and benefits review, strengthening HR operational efficiency.

EDUCATION

MBA (HR) – Andhra University (Pursuing), 2023–2025	2023–2025
BBA (Tourism & Management) – Sun International Institute	2020–2023
CGPA: 7.89	
Intermediate (BiPC) – Sri Chaitanya College, CPA 6.87 SSC	2018–2020
Sri Chaitanya Techno School, GPA: 8.7	2017–2018

ADDITIONAL INFORMATION

- Key Skills:** Recruitment & Talent Acquisition Onboarding & Training HR Policies & Compliance Employee Engagement & Relations Compensation & Benefits Support HR Analytics (Excel, PowerPoint, MS Office) Leadership & Team Coordination Stakeholder Management.
- Languages:** English (Proficient) | Hindi (Proficient) | Telugu (Fluent)
- Activities:** Successfully recruited and onboarded 100+ employees within one year. Ensured 100% compliance in HR records and audits at Nekkanti Sea Foods. Organized International Yoga Day (2024) as part of HR wellness initiatives. Active participant in HR events, debates, and academic presentations during MBA.