

Boini Mahesh

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Professional Summary

HR professional with 1+ years of experience in talent acquisition, payroll assistance, and employee engagement. Skilled in HR operations, Induction and Trainings. Committed to supporting organizational growth through effective people management and strategic HR practices.

Work Experience

HR Executive – Promea Therapeutics Pvt Ltd

June 2023 – Aug 2024

- Managed end-to-end recruitment and staffing: sourcing, screening, interviewing, and onboarding candidates across multiple departments.
- Coordinated with hiring managers to understand manpower requirements and delivered candidates within defined timelines.
- Conducted telephonic screening and HR interviews, assessing candidates on skills, experience, and culture.
- Maintained employee records, personal files, and HR databases for compliance and accuracy.
- Assisted in payroll processing, attendance, and leave management.
- Organized induction and training programs for new hires to ensure smooth integration.
- Supported employee engagement activities and addressed basic HR queries.

Talent Acquisition Intern – Heron Strategic Consulting

Oct 2022 – April 2023

- Handled end-to-end recruitment in staffing, including sourcing, screening, and shortlisting candidates for various client requirements.
- Utilized job portals (Naukri, LinkedIn, Indeed) and internal databases to build strong candidate pipelines.
- Conducted telephonic screening & preliminary HR interviews to assess candidate fitment as per client needs.
- Coordinated interviews between candidates and clients, ensuring timely communication and follow-ups.
- Assisted in offer negotiation, documentation, and onboarding formalities for selected candidates.

Education

Master of Business Administration – MLRITM (2024 – 2026)

Bachelor of Business Administration – Siddhartha Degree & PG College (2019 – 2022)

Skills

- Talent Acquisition & Recruitment
- Onboarding
- Offboarding
- Payroll Processing Assistance
- HRMS & Employee Database Management
- Induction & Training Programs
- Employee Engagement

Languages

Telugu
Hindi
English