

KAMSAMSETTY JAHNAVI

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ABOUT ME

Motivated and detail-oriented HR professional seeking an opportunity to contribute to a dynamic organization. Eager to enhance my skills in recruitment, employee relations, training and development, and HR operations. Committed to continuous learning, gaining practical experience, and supporting the company's human capital goals while achieving personal and professional growth.

EXPERIENCE

Dec 2021-Feb 2022

Neuberg Diagnostics

Contributed to recruitment processes by screening resumes and coordinating interviews
Developed and maintained the employee handbook, aligning with labor laws and company policies
Updated HR databases to ensure data accuracy and compliance with confidentiality standards
Assisted in streamlining onboarding procedures, improving administrative efficiency
Supported payroll processing through accurate documentation and timely submissions

EDUCATION

Gujarat, Vadodara 2023-2025

Parul University

Masters Of Business Administration (MBA)

CGPA-- 7.47

Anantapur, Andhra pradesh 2021-2023

Sri Vani Degree and PG college

Bachelor Of Business Administration (BBA)

CGPA--8.8

SKILLS

- Proficient in both HRIS and HRMS
- Advanced skills in Microsoft Excel, Word, and PowerPoint
- Familiar with Power BI
- Basic understanding of Java and C programming languages
- Expertise in recruitment and onboarding processes
- Excellent communication and interpersonal skills
- Strong leadership and team collaboration abilities
- Effective conflict resolution and problem-solving skills
- Efficient time management & Quick learner

CERTIFICATIONS

Cybersecurity, Data Science Methodology, Salesforce

Additionally, I participated in a Human Resource Skill Development Workshop at Tareeqa Global Solution.