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1-5-401:Surya Nagar,Old Alwal, Secunderabad,Hyderabad



ACADEMIC EXTENSION	WORKEXPRIENCE
Emotional Intelligence Certifications from <i>The Jntu University</i>	3.Worked as Hr Executive-Visusoft Pvt Ltm (August' 22 to May' 25) - Responsible for development, coordination and presentation of training programs for skilled employees. - Creating and managing HR budget. - Investigating and providing guidance on employee relations issues through progressive disciplinary process. - Managed new employee orientations, benefits, payroll, retirements, terminations and promotions for employees. - Supported management with handling and resolving human resources issues, decreasing the employee complaints 2.Worked as Hr Executive–Shivam Medisot Services – (July' 21 to August' 22) - Managing Talent acquisition process , including sourcing , interviewing , hiring & on boarding - Managing Employees' grievances - Designing and implementing company policies that promote a healthy work environment - Implementing the Performance appraisal system - Pay role process for the employees / Maintaining and recording employee attendance. - Counseling employees - Conducting exit interviews to identify the reason for termination/resignation. 1.Worked as Hr Executive–Excellency Collage of Hotel Management (January 2019 to January 2021) - Developing the operational process flow of new unit. - Supervising the day-to-day operations - Performing administrative duties. - Organizing orientation programs. - Coordinating with management.
LINGUISTIC	ACADEMIC PORTFOLIO
SKILLS ➤ English ➤ Hindi	Master's in Business Administration-Human Resource <i>From MRITS-JNTU</i> 2017-2019 Bachelor's– B.COM (Computers) <i>From VDC – OU</i> 2014-2017

Intermediate – MEC
From VDC –Intermediate Education
2012-2014

Secondary – St.Alphon’sus High School
2012

INTERNSHIPS

1) Topic :- Employee Motivation

Company :- Bajaj Allianz Insurance

Findings

- Motivating employee with different Factors
- Scalar of employees 150
- Organizational culture
- Questionnaire Process

PARENTS

Core Competencies

Mrs.Saritha

Sound Knowledge in Hr activities

Mr. Yadagiri

Familiar with Working of Ms Excel

Problem Solving Skills

Can Work Under pressure

Target Oriented