

SAI NAVEEN SEEMAKURTHI

CONTACT



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SKILLS

- Staff retention strategies
- Ethical conduct promotion
- Employee relations policies
- Employee record management
- Policy formulation
- Hiring and training
- Recruitment
- Compliance monitoring
- Negotiation tactics
- HR and recruitment

Responsible HR Manager, passionate about delivering outstanding quality and service. Offering 4 years of experience in industry with history of recognition for performance. With 3 years of experience primarily in the HR field, I have developed a strong foundation in human resources management and have honed my skills in areas such as recruitment, employee relations, and performance management.

EXPERIENCE

January 2023 - May 2025

HR Manager Wildgrube Software Private Limited

- Facilitated the recruitment process.
- Administered payroll operations.
- Managed compliance tasks including PF returns filing, GST returns, ESI, STPI, and Professional Tax (PT), ensuring adherence to regulatory requirements and timely submissions.
- Administered facilities maintenance schedules for optimal uptime and safety compliance.
- Oversaw disciplinary procedures, maintaining fairness and adherence to company policies.
- Devised employee relations initiatives and morale-building strategies to maintain high job satisfaction among workers.
- Managed employee relations, addressing grievances and conflicts to foster a positive work environment.
- Reviewed and updated company policies to reflect current best practices in HR management.
- Directed operational and administrative procedures to keep organisation in compliance with rules, regulations and internal policies.
- Coordinated training programmes to enhance staff skills and support career advancement opportunities.
- Represented organisation at job fairs to bring in local talent for long-term and seasonal positions.
- Conducted exit interviews, gathering valuable feedback to reduce turnover and improve employee satisfaction.

January 2022 - December 2022

HR & Accounts Executive Platinus Technologies Private Limited

- Managed various HR tasks.
- Analyzed and evaluated invoices.
- Collaborated with team leads to enhance outcomes.

November 2020 - November 2021

Business Development Executive Axis Bank

- Contributed to the efficiency of business operations.
- Handled diverse account opening requests including fixed deposits.
- Facilitated customer interactions regarding insurance policies associated with Axis Bank.

EDUCATION

2018-2020

Master of Business Administration Finance
PVP Siddhartha Institute of Technology

Vijayawada, AP

2015-2018

Bachelor of Commerce Computers
Sarada Degree College, Vijayawada, AP

2012-2014

Intermediate MEC
Sree Triveni Junior College, Hyderabad, TG

2011-2012

SSC
Triveni High School, West Godavari