

KRISHNASHREE SAHOO

HR Analyst

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Madhapur, City - Hyderabad, State - Telangana

PROFESSIONAL SUMMARY

Highly motivated and results-oriented MBA graduate in Human Resources with a strong academic foundation and a passion for organizational success through people management. Proficient in HR dashboards and visualization tools such as Excel with expertise in ensuring HR data accuracy, compliance, and process improvement. Adept at collaborating with HR, recruitment, and finance teams to align analytics with organizational goals while delivering clear and meaningful insights to leadership.

SKILLS SUMMARY

- | | | | |
|----------------------------|---------------------------------|---|------------------------------|
| • Attention to Details | • Employee Engagement | • Employee Relations | • HR Operations |
| • Onboarding & Offboarding | • HR Data Analysis & Reporting | • Workforce Planning & Talent Analytics | • MS office |
| • Performance Management | • Training and Development | • Talent Acquisition and Recruitment | • HRIS / ATS Data Management |
| • Communication Skills | • Employee Lifecycle Management | | • Advanced Excel |
| • HR Administration | • Payroll Management | | |

PROFESSIONAL EXPERIENCE

GAO Tek Inc.

HR INTERN (Assistant Team Leader)

Sept 2024 - Nov 2024

- Assist the Team Leader in developing and implementing HR procedures.
- Assists in the recruitment process by coordinating more than 60 interviews of interns.
- Coordinates 5 interns training programs to ensure skill development.
- Monitors the performance of the interns and Manages HR documentation, including Interns tracker sheet.

HR INTERN

July 2024 - Sept 2024

- To attract the candidate for various job openings using Job boards, social media and headhunting,
- Screened more than 50 resumes and applications.
- Prepare and Conduct more than 35 induction and 30 interview of the Shortlisted Candidates.
- In my internship tenure, i need to hire 15 candidates that was my target but i onboarded 28 candidates.
- Prepare onboarding materials and conduct orientation sessions for new hires.

Star Union Dai-ichi Life Insurance Company, Berhampur

INSURANCE TRAINEE

Jun 2023 - Sept 2023

- As an insurance trainee, i used to provides service to clients' changing insurance needs by selling life insurance.
- Establishes productive working relationships with clients. Develops base for long-term sources of clients.

PROJECTS

ODISHA HYDRO POWER CORPORATION LIMITED (OHPC)

JAN 2023 - FEB 2023

- In this project, by using the secondary data collected from the different sources I used to examine the firm life cycle of Odisha Hydro Power Corporation Limited (OHPC) to determine the overall growth of the firm.
- I am also able to evaluate the total productivity of the firm, estimate the future growth of the firm and to understand the efficiency positions of the firm during the study.

EDUCATION

• MBA-Master of Business Administration

Specialization in Finance and Human Resource

Berhampur University, Berhampur, Odisha
(2021-2023) CGPA - 7.75

• Bachelor of Science - Botany (Hons.)

Swami Vivekananda Memorial College,
Jagatsinghpur (2015-2018) CGPA - 7.37

• 12th Science-CHSE

Gadibrahma Mahila Mahavidyalaya, Jagatsinghpur
(2013- 2015) Percentage- 52.83%

• Matriculation-HSE

Govt. Girl's High School, Jagatsinghpur
(2008-2013) Percentage- 58.33%

CERTIFICATIONS

- **Advanced Excel** from Udemy.
- **Navigating Employee Relations as an HR professionals** By LinkedIn Learning.
- **Human Resources: Managing Employee Problems** By LinkedIn Learning.
- **Talent Management** by LinkedIn Learning.
- **Building Accountability into Your Culture** by LinkedIn Learning.

VOLUNTEERING

- As a NSS volunteer I have actively participating in various community service activities and initiatives.
- I also involved in various community service projects such as awareness campaigns, cleanliness drives, tree plantation, health camps, and literacy programs.