**First Name of Application CV No 1645368**

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**Professional Summary**

* Result oriented professional HR Assistant Manager Role.
* Excellent planning and co-ordination skills to achieve both personal and corporate goals.
* Strong communicator, negotiator and team player.
* Looking for a career growth in the Corporate World where I can best utilize my qualification, strong work Ethics, and Commitments to targets assigned.

**Work Experience**

**June 2014-March 2016**

**Company: Delve InfoTech**

**Role: HR Assistant Manager**

* Coordinating with the subordinates to reach the targets.
* Delivery of HR programs for both the software and BPO divisions.
* End to end Recruitment activities.
* Build and Retain Talent.
* Follow up to ensure candidates joining on time for training.
* Induction of the newly joined employees in terms of fulfilling joining formalities &

Induction.

* Travel maintenance and Hotel accommodation bookings.
* Prepare Job Description in Co-ordination with Department Heads.
* Taking care of Probations & Confirmations.
* Pre & Post Recruitment activities like Compensation & Benefits.
* Offers and Joining Formalities.
* Continuous follow up with the employees about their performance.
* Employee Development activities.
* Maintaining Employee Database.
* Performance Appraisal System Management.
* Tracking Employee activities.
* Attrition / Retention focus.
* Contribute towards programs to support business-employee collaboration/communication.

**Dec 2013 – June 2014:**

**Company: Coromandel International LTD**

**Role: HR Associate**

* End to end Recruitment activities.
* Build and Retain Talent
* Follow up to ensure candidates joining on time for training.
* Induction of the newly joined employees in terms of fulfilling joining formalities &

Induction.

* Travel maintenance, Hotel accommodation bookings.
* Prepare Job Description in Co-ordination with Department Heads
* Taking care of Probations & Confirmations.
* Pre & Post Recruitment activities like Compensation & Benefits
* Offers, Joining Formalities, and etc.
* Involved in incentives & Benefits.
* TQM activities and implementation
* Productivity metrics
* HR metrics
* HR Analytics
* Employee grievances
* HR Policies deployment.
* Employee Development activities.
* Maintaining Employee Database.
* Involved in Yearly appraisal system of respective BU.
* Performance Appraisal System Management
* Tracking Employee activities.
* Attrition / Retention focus.

**April 2013 – Dec 2014:**

**College: Raghu Educational Institutions**

**Role: Assistant Professor**

* **Taught MBA 1yr and 2nd year students about the retail marketing.**
* **Coordinated as placement officer for the management students.**

**Training & Certification**

* Trained in Advanced Excel and certified by Microsoft as Advanced Excel Specialist.
* Attended SAP HCM training.

**PROJECT WORK:**

**May 2012 – July: (2 Months)**

**Company: Mylan Laboratories**

**TITLE: TALENT MANAGEMENT**

This project **TALENT MANAGEMENT** helps to retain the employees for longer period of time. It also helps to utilize the employees to the maximum extent. This project tells the employees how much talented they are and how important they are to the organization.This project is done at **MYLAN LABORATORY** (Hyderabad). It is limited to the employees who have joined recently in the organization and also for the employees who are in manager and above level. This project should be extended to all the employees of the organization so that the performance of the employees can be increased. The main objectives of the study how the HR source and attract the talented employees into the organization and the various aspects they follow to increase the productivity of the employees. It also helps to know the various steps the company takes to make the employees to know about the goals and future plans of the company. The findings of my project are:

* The Manager and above level employees agreed that HR provides good quality employees.
* The newly joined employees are satisfied with the Onboarding process of the MYLAN LABORATORIES.
* All the employees of the MYLAN Lab felt that according to the new technologies and trends the recruitment process should be changed.
* The above level employee in the organization clearly explains all the process position objective requires in the recruitment itself.
* All the employees in the MYLAN Lab feel that the training is important for all the employees even though they are valuated employees.
* The employees in the MYLAN Lab are satisfied with the training environment.
* The Manager and above level employees feel that the interview and selection process are very effective.
* Some employees in the organization feel that these career goals are not coinciding with the organization goals and the training opportunities.

**Apart from the Project work I also got some exposure in HR Activities like:**

* Sourcing the Profiles from different sources, sites, portals, references, social networking sites head hunting and etc.
* Screening, Scheduling interviews, briefing and debriefing candidates before and after interviews.
* Maintaining timely documentation of all conversations with candidates within our internal database.
* Posting Job Descriptions on job boards, and tracking posting status and results
* Involved in training activities for learning & Development for people from all streams.

**Education Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Academic year** | **Name of the Institution** | **% of marks** |
| MBA  (HR &Marketing) | 2011 – 13 | Gayatri Vidya Parishad, Andhra University, India | 72.70 |
| B Tech (ECE) | 2007 – 11 | Raghu Engineering College, Andhra Pradesh, India | 61.40 |
| IPE | 2005 07 | Sri Chaitanya Jr College, Andhra Pradesh, India | 85.70 |
| SSC | 2004- 05 | Stella Maris School , Andhra Pradesh, India | 77.00 |

**IT Exposure**

* Operating Systems: Windows (XP, 98, Vista, 7,8).
* GUI Tools: MS-Office.

**Achievements**

* Responsible for various recruitment & post recruitment activities in “**Fertilizers Hiring”** of Coromandel.
* Meeting monthly targets in **TRIAD** and was recognized as a loyal Employee to the Organization.
* Got first Prize in “Chess” competition held at school and college level.
* Got first prize in “Throw ball” competition held at college levels.
* Got awarded as Miss Dependable in School and college.
* Got best student award in MBA.

**Co-Curricular Activities**

* Organized AASTHA ’09. A National Level Technical Symposium Conducted by our ECE Department.
* Volunteered **ICNB** (International Conference for Nano-Technology and Bio-Sciences) held in Raghu Engineering College.
* Organized **HELPING HANDS (LAKSHYA)** in Gayatri Vidya Parishad Degree and PG courses. A social event conducted to encourage blind and deaf children, as a part of the National Level Technical Symposium AASTHRA in the year 2012.

**Personal Details**

Date of Birth **:** 27/11/1989

Gender **:** Female

Marital Status : Married

Nationality **:** Indian

Languages Known **:** English, Hindi & Telugu

Hobbies : Listening to music, visiting the Old age Homes and Orphanages.