

CURRICULUM VITAE

SRIVALLI APARNA DEEPIKA POTHULA

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CAREER OBJECTIVE:

Seeking a challenging position where I can apply my technical and analytical skills, to the changing world of technology and render my intellectual abilities and services to the organization in a most effective mode that would be rewarding to both the organization and me.

EXPERIENCE:

- A) Company : ibis Hyderabad Hitec City
Designation : Talent & Culture Coordinator.
Year : Oct 2021 – till date.
Responsibilities : 1) Recruitment & On-boarding.
2) Taking Care of the Employee Joining Formalities for new joiners.
3) Attendance & Processing Payroll(Onroll & Contract)
4) Maintaining & Updating the Employee Master Data Base.
5) Resolving Employee Queries if they have any with respect to their job.
6) Employee Engagement.
- B) Company : Yespoho India Pvt. Ltd.
Designation : HR Operations Associate.
Year : Aug 2020 – Sep 2021.
Responsibilities : 1) Involve in the Recruitment, Induction & Payroll Management.
2) Taking Care of the Employee Joining Formalities for new joiners.
3) Recording, Maintaining & Monitoring Attendance to ensure employee Punctuality.
4) Maintaining & Updating the Employee Master Data Base.
5) Resolving Employee Queries if they have any with respect to their job.
6) Constant review of tech tools with vendors and send requirements to technology team to improve our interviews features for effective use of technology.
7) Employee Engagement.
- C) Company : Champions Group.
Designation : Online Sales Executive.
Year : Jun 2015 - Dec 2017.
Responsibilities : 1) Generating Sales Report (Online & Offline), Inventory Report.
2) Catalog & Discounts Uploading.
3) Options Live Report.
4) Other Brands Report.
5) Inventory Updation.
6) Fast Moving Styles, Vendor Wise Report & Return Report.
7) Regular Follow Up of Offers for Aaboli Website.
8) Collecting the PP samples for Photo Shoot, Updating the status of the Photo Shoot in ASN Sheet & giving the style codes for the Photo Shoot Images.
9) MRP finalization & Barcode Printing.
10) Monitoring of Portals.

TECHNICAL SKILLS:

- MS Office
- Internet Applications

EDUCATIONAL QUALIFICATIONS:

MBA(HR)	2019	Rajeev Gandhi Institute of Management and Sciences	68
B.Tech (Computer Science)	2015	KBR Engineering College, Bhongir (Hyd)	74
Intermediate(MPC)	2011	Pragati Junior College	86.8
SSC	2009	New Century Public School	84

PERSONAL ABILITIES:

- Good Communication & Leadership Skills.
- Ability to work in complex situations effectively.
- Hardworking nature towards any work.
- Ability to co-operate with the team and interact in all the situations.

PERSONAL INFORMATION:

NAME : Srivalli Aparna Deepika Pothula
FATHER'S NAME : P. Srinivas Rao
MOTHER'S NAME : P. Sujatha
GENDER : Female
MARITAL STATUS : Single
NATIONALITY : Indian
DATE OF BIRTH : 29th August 1994
HOBBIES : Traveling & Playing Outdoor Games
LANGUAGES KNOWN : Telugu & English

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

PLACE:

DATE: