

## Curriculum Vitae

**Deepti Narla**  
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### Professional Synopsis:

- ✓ Having more than 10 years of experience as HR Generalist and Administration.
- ✓ Expertise in hiring candidates for IT domains;
- ✓ Assisted in the Design and implementation of effective Human Resource Management Systems, Policies, Operating Procedures, and Formats.
- ✓ Having more than 5 years of experience as Secretary to MD :
  - Expertise in Calendar and Meeting Coordination: Take charge of the MD's schedule, scheduling appointments, meetings, and travel arrangements.
  - Efficient in managing all incoming and outgoing communication.
  - Proficient in Travel Arrangements
  - Experience in Assisting the MD in tracking progress on various projects, deadlines, tasks.

### Academic Credentials

- ✓ Diploma (3yrs) in Hotel Management from City Academy of professional studies affiliated with Manipal University - 2004
- ✓ XIIth from Kendriya Vidyalaya, Picket (CBSE)-2000
- ✓ Xth from Kendriya Vidyalaya, Picket (CSBE) -1998 Skill Set
- ✓ Onboarding | Leave Management | Recruitment | Negotiations | Performance Management | Pay Structure | Policy Making | Attendance | Time Management | Vendor Management | Assist to Payroll | Employee Engagement | Training & Development | Employment Verification | Event Management | Administration | Team Meetings | Grievances Handling | Exit Interviews.

### Employment Record:

#### **Saince Health Tech Pvt.Ltd.**

Position: Asst. Manager – HR and Admin

Tenure: 03 July 2023 to Till date

#### **Modi Builders Realtors Pvt Ltd,**

Position: Asst. Manager – HR and Admin

Tenure: Since 01 November 2022 to 30 June 2022

#### **DTSS,**

Position : Documentation Executive,

Tenure : Since 1st Feb 2022 to 28th October 2022

#### **Ray Business Technologies Pvt. Ltd.,**

Position : SR HR-Executive,  
Tenure : Since July 2021 till 28th Jan 2022

**St. Louis Educational Society.,**

Position : Front Office Executive  
Tenure : Since April 2014 to March 2020

**Safal Solutions Pvt.Ltd.**

Position: Secretary-MD, Executive HR and Administration,  
Tenure: Since Aug 2011 to January 2014

**HTMT (Hinduja Groups)**

Positions: Executive,  
Tenure: Nov 2007- Feb 2009

**HR Generalist Activities:**

- ✓ Handling Post joining formalities and documentation..
- ✓ Verification of all the certificates of the newly joined employees.
- ✓ Co-ordination with the new joiners of the internal employees.
- ✓ Reference Checks of employees.

**Work Experience:**

- Goal oriented HR professional with experience of 5+ yrs in HR functions like End to End Recruitment, Leave administration, Pre-Post joining formalities, Exit Formalities, Full and Final settlement, Induction, Compiling data and data managing, SOP Preparation, Time Management, Preparation of Organogram, Grievance Handling, Office Management & Administration, Personnel Administration, Payroll Management, Issuing all types of official Professional Letters, performance appraisals, analyzing employee potentials, Organize and schedule meetings and events.

**Career Profile:**

**End to End Recruitment Cycle & Selection:**

- ✓ Responsible for overall recruitment, from analyzing job requirements to finalizing candidates & conducting regular walk-ins.
- ✓ Sourcing resumes through Job portals, Internal Database, Head hunting, Employee referrals and effectively managing the response generated from the same.
- ✓ Understanding the salary fitment and taking care of the salary negotiations.
- ✓ Follow-up with selected candidates to ensure acceptance of offers, joining convincing.
- ✓ Ensure the candidate is onboard on the committed date by frequent follow-up with the candidate.
- ✓ Handling Telephonic interviews in order to judge the candidate's suitability, Attitude, Academic & professional qualification, experience, communication skill according to the requirement.

**Pre-Joining and exit formalities:**

## **Issuing Offer Letter**

- ✓ Finalizing the candidates, Preparation and issuing of appointment letters.
- ✓ Entering new joiner details in all records.
- ✓ Ensure that new recruit gets acquainted with the varied functions, process and policies of the organization.
- ✓ Taking care of full and final settlement and relieving formalities & Handling Exit Interviews.
- ✓ Issuing relieving letter, Experience letters, salary hikes, promotion letters etc.
- ✓ Time to Time completion of any other work assigned.
- ✓ Preparation of various HR Reports & Performance Monitoring of employees.
- ✓ Preparation of Management Information System reports as when required by the Management.
- ✓ Preparing & Sending Reporting Letters to the employees.
- ✓ Maintaining Good interpersonal relations with Employees & Grievance handling
- ✓ Continuous monitoring of the monthly attendance records of the employees as well as maintenance of their leave balance & attendance.
- ✓ Taking action against non-performers & Responsible for the performance of the candidates.
- ✓ Coordinating with all departments for smooth functioning of their work Ensure good human resource management and promotions and appraisals of staff.
- ✓ Ensure appropriate filing system and safekeeping of data and documents.
- ✓ Computerized record keeping of all personal data of employees.
- ✓ Opening of salary account & issuing ID card to the new joiner, arranging business cards.
- ✓ Responsible for looking after all telephone and internet lines.
- ✓ Knowledge of Processing Employee PF, ESI, Med claim & Handling Exit Interviews.
- ✓ Prepare all relevant HR letters like Offers / Confirmations / Circulars / Increments / Promotions / Transfers / Relieving / Employment Proofs / Experience and any other necessary letters as per the requirement of employees in consultation with the Management;
- ✓ Assist the Management in the formulation of HR policies and procedures;
- ✓ Preparation of MIS on a daily/monthly basis;
- ✓ Undertaking employee engagement initiatives like Organizing Celebrations, Birthday, Service Anniversaries.
- ✓ Indoor & Outdoor Sports and other festival celebrations and ensure employee participation;
- ✓ Assist for the payroll;
- ✓ Leave, Time and Attendance Management & Exit Interviews;

## **Salary Statement:**

- ✓ Clarification of employees' queries on salaries.

- ✓ Coordinating with the accountant dept. to release employee salaries and incentives.
- ✓ Follow up with all the departments for attendance

#### **Preparation of salary statements & Maintain employee salary records.**

- ✓ Cross-checking all the documents of the new joiners.
- ✓ Updating promotions, increments, and transfers.

#### **☒☒ Induction, Training & Development:**

- ✓ Taking induction (Explaining to them about leave and attendance policies).
- ✓ Introducing the new joiner to the respective staff.
- ✓ Employee development such as training needs identification and coordination of training programs with external agencies.
- ✓ Facilitating the training arrangements preparing the training calendar, Preparing visit reports & Scheduling and organizing Training.
- ✓ Training hall management & Employee attendance monitoring in training sessions.
- ✓ Event Management & Sending Birthday emails.
- ✓ Maintaining Skill Matrix of Employees.

#### **Vendor Management:**

- ✓ Researching and selecting the vendors based on the quality of work, negotiating contracts, setting work standards, initiating payment procedures and solving issues.

#### **Personal Details:**

Date of birth: 24th September 82

Gender: Female

Address: Plot no.91, Road no.1, Rajeev nagar colony near Bhudevi Nagar,  
Lothkunta, Alwal

