

Satya Sri Golakoti

HR Executive

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SUMMARY

A results-oriented HR professional with 2 yrs. of experience, with knowledge in compensation and benefits, payroll management, recruitment, training and development, performance appraisal, attendance management, etc.

CORE COMPETENCIES

Microsoft Office Tools , HR Recruitment, HR L&D, HR Operations, Perk Payroll Software

PROFESSIONAL EXPERIENCE

HR Executive At Fenix Commerce Platform Pvt. Ltd. February 2021 – Till now

Recruitment:

- Responsible for recruiting and hiring IT professionals.
- Support the whole recruitment process, ranging from sourcing, managing the pipeline, resume screening, scoring tests, arranging and conducting an interview, communicating with line managers, and offering negotiation.
- Experience in different Search Strategies(Linkedin X-ray, Naukri, hirect, Indeed, Boolean search, etc...
- I have experience working on Jivrus Tool.
- Participate in managing and evaluating vendors including job boards and headhunters.
- Develop and implement a campus recruiting program.
- Making connections with training institutions and consultancies for required profiles.
- Scheduling Interviews and updating the status of the interview process with candidates
- Salary Negotiation and Closing.
- Tracking candidates until they join.

HR L&D:

- I have a proven experience in HR L&D.
- Experience working with different announcement emails like Birthdays, Anniversaries, New client onboarding, Training sessions, Technical and Non-Technical activities.
- Conducting employee engagement activities.
- Maintaining training documents and MIS reports.
- I have experience using Canva and PosterMyWall tools for Designing basic templates.
- Proficient in MS Office Tools and Learning Management Systems (LMS).
- Good E-mail Étiquettes.
- Responsible for providing job training for new joiners.
- Ability to work with spreadsheets, presentations, e-mail, ms Office, Internet research sources.

HR Operations:

- Handling joining & exit formalities of employees.
- Background Verification of new employees.
- Preparing offer letters, appointment letters, relieving letters, and termination letters.
- Recruitment-onboarding and Induction.
- One-on-one meetings every 3 months to identify the issues of employees and Resolving.
- Grievance Handling.
- Recording, monitoring, and maintaining attendance data of employees.
- Documentation and Maintaining employee database.
- Keeping employee records up to the date.
- Payroll Processing(Hands-on experience using perk payroll software).
- Exit Interviews of employees.
- F&F Settlement for exit employees.
- Event Management.

EDUCATION :

- Masters of Business Administration in Human Resources 2021(Vignan's Institute of Engineering for women)