

Resume

Nagalakshmi.pasupuleti

Mossapet, Hyderabad. TS – 500018.

Contact no: 7036670652

E-mail: pasupuletinagalakshmi27@gmail.com.

Profile:

I am **Nagalakshmi.pasupuleti**, Working as Hr Executive in Conquer technologies . Post Graduated in Human Resources, have experience in HR. Experienced with Recruitment, Payroll, Compensation, and operational activities.

Experience:

- June 2022 to present
- Role: HR Executive – Core Activities.
- October 2019 to June 2022
- Universal Enterprises
- Role: HR Executive – Core Activities.

Responsibilities in Conquer Technologies – HR

- Extensive understanding of Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Experience in Sourcing profiles from different social media sites (Face book, Naukri, Indeed ,Jobhai,Monster, Linked in) and scheduling them for the Interview.
- Worked on Sending offer and regret letters.
- Knowledge in preparing and managing internal documents.
- Experience in Coordinate interviews.
- Good Knowledge in Maintaining Attendance.
- Good Knowledge in payroll process.
- Closely working with Finace team to process and finalize the payroll .
- Good Knowledge in PF and ESI process.
- Extensive understanding of managing Leaves.
- Good Knowledge of maintaining HR Matrics.
- Been Part of Employee Engagement Activities.

Applications used: Keka software.

Responsibilities in Universal Enterprises - HR

- Good Knowledge in Assisting departments with their recruitment needs through liaison with agencies/advertisers.
- Extensive understanding of Screening potential employees' resumes and application forms to identify suitablecandidates to fill company job vacancies.
- Experience in Sourcing profiles from different social media sites (Face book, Naukri,Indeed ,Jobhai,Monster, Linked in) and scheduling them for the Interview.

- Worked on Sending offer and regret letters.
- Experience in Coordinate interviews.
- Worked on Collecting and updating our database with new hire information (e.g. employment forms and contact information)
- Engaging in Employment Engagement Activities.
- Maintain payroll data including leaves, Working hours, and accounts.
- Referring issues to senior HR staff.
- Assisting with the production and implementation of HR policies and procedures.
- Initiating background checks on shortlisted candidates, and providing suitable recommendations to improve HR policies.
- Drafting employee communications notifying staff of policy and procedural changes.

Applications used: MS.Office & MS Excel.

Professional and Soft skills:

- Excellent communication (written and oral) and interpersonal skills in senior client facing situations.
- Excellent leadership and management skills.
- Proven leadership skills in managing onshore and offshore teams.
- Desire to work in an information systems environment.

Education Qualification:

- **Post-Graduation:** MBA in Human Resources – 2019.
- **Bachelors:** B.com (Computers) - 2017

MBA(HR) Project: Hinduja Global Solutions.

Project Name: Employee relations (2 month)

Strengths:

- Team Player.
- Flexible.
- Success Oriented.

Hobbies:

- Reading Books.
- A Numismatic, With great collection of currencies.
- Travelling.
- Playing Carroms.

Personal Details:

Father's Name :Mr. Srinu

Date of Birth :1stApril 1996.

Nationality : Indian.

Sex : Female.

Marital Status : UnMarried.

Language Known :English, Hindi, and Telugu.

