

RESUME

PERSONAL DETAILS

Guda.Prashanthi
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Hyderabad.

CAREER SUMMARY

Human Resource Executive with an experience in End to End HR related functions in Cloud partner technologies .Proven success in increasing Employee retention and satisfaction.Strong minded ,Enthusiastic and committed to Assigned tasks.Well versed knowledge in HR automation tools ,which are going to be the future of HR field.

SKILLS

● Recruitment and Selection process ● ON Boarding new Employees ● Attendance Management ● Payroll Management ● Training and development ● Disciplinary action ● HR Audit process ● Basic and Advanced Excel (Excel report preparation, VLOOKUP, PIVOT Tables etc.) ● OFF Boarding ● Full and Final Settlement ● HR Labour laws ● Statutory compliances ● Employee Relations.

HR SOFTWARE SKILLS

● CVVIZ ATS software(ATS software)
● VERVOE Screening software(Screening software)
● Pabbly connect(ON Boarding HR automation software)
● HR partner(ON Boarding software)
● Perk Payroll(HRIS software)
● Mokapen(HRSS software)
● QuestionsCount(ER management software)
● Looker studio(HR Analytics software)

LANGUAGES KNOWN

- English (Fluent)
- Telugu (Fluent)
- Hindi (Intermediate)

WORK EXPERIENCE

Company-Cloud partner Technologies.

Role -Human Resource Executive.

Location -Kochi,Kerala.

Service - 2022 - present.

Notice period-1 Month(Negotiable)

- Cloud partner technologies is an organization which provides End to End HR services to its clients.
- Sourcing candidates through ATS software.
- Successfully managed Onboarding and Training processes for new employees.
- Handled Attendance management and payroll.
- Monitored Employee performances and Initiated Training and Development programs.
- Managed Employee relations and Conflict resolution processes etc.

Company-Tata consultancy services

Role -System engineer

Location -Mumbai

Service -Jan06,2020 to Jan 21,2022

- Worked with one of the renowned organizations of India.
- Handled creation of Tests that identifies issues in software before the product launch,worked with the QA team.
- With personal interest in administration work,with the help of internal team and internal assessments handled training and development sessions inside the team.

EDUCATION

- International Human Resource certification course from JAIN University,Bangalore.(2023-2024)
- B.tech in Electronics and communication from TKR college of Engineering ,Meerpet.(2014 to 2018) Grade:71%
- class 12th,Grade:97%
- Class 10th,Grade:90%

DECLARATION

I hereby declare that the Information provided above is true and best of knowledge and belief.

prashanthi