



CONTACT ME

☎ +91-9550227677

✉ harshinichji11@gmail.com

📍 Hyderabad

EDUCATION

Post Graduation in M.B.A. (Human Resource)
El!anki Post Graduate College, Patancheru, T.S.
Post Graduated in February, 2015

Graduation in B.A.(Public Administration)
Kasturiba Women's Degree College,
Secunderbad, A.P.
Graduated in March/April, 2006

Board of Intermediate Education (C.E.C.)
Nirmala Junior College for Girls,
Nzamabad, A.P.,
Completed in June, 2003

Board of Secondary Education (S.S.C.) Z.P,
High School, Varni, Nizamabad (Dist.), A.P.
Completed in March, 2001

SKILLS

- M.S. Office(MS-Office, EXCEL)
- Operating Windows
- Data Management
- Great employee relation

Challagali Harshini

H R A S S I S T A N T M A N A G E R

CAREER OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilize my skills towards the growth of the organization.

WORK EXPERIENCE

HR Assistant Manager 2021 - Present
Riyan Visas and Immigration Pvt Ltd

In my role as an HR Assistant, I bring forth a dedicated approach to facilitating the operational excellence of the human resource department. I have actively participated in the recruitment process by scheduling interviews.

- Employee Relation - Provided employees with guidance on HR policies, procedures and benefits regarding any queries or concerns, I have addressed them professionally and empathetically.
- Employees Relations.
- Recruitment Staffing.
- Performance Management.
- Benefits and Compensation.
- Data Management.
- Supervision and Leadership.
- Day to day activities.

HR Assistant (Admin) 2016-2021
CREATIVE POWER CONTROLS Pvt. Ltd.

As an HR Assistant at Creative Power Controls Pvt. Ltd, I was entrusted with a multifaceted role that requires a dynamic blend of organizational finesse, interpersonal prowess, and meticulous attention to details.

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes

HR Admin 2010-2016
CBN MULTIMEDIA PVT. LTD

- Documentation and Records Management
- Recruitment Support
- Employee Communication
- HR System work
- Data Entry and Reporting
- Confidentiality and Data Security

Office Assistant 2007-2010
HAGGAI INSTITUTE

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records
- Schedule and plan meetings and appointments
- Coordinate with other departments to ensure compliance with established policies
- Perform receptionist duties when needed