

SAVITRI VALLURI

Email: Savitrivalluri05@gmail.com

Mobile: +91 8519916835

“Seeking challenging assignments in Human Resources Management with growing and dynamic organization, where my professional skills and educational background can be best utilized.

Proficiency Areas:

Human Resources

Recruitment/Selection

Team Management

Attendance Management

Payroll

Grievances

Handling MIS

Administration Exit

Formalities

PROFESSIONAL SKILLS:

- ❖ Working as a **HR Generalist** cum **Recruitment Lead in Human Resources** handling resources and taking care of full recruitment life.
- ❖ Worked as a **Senior Lead /Senior Human Resources Executive** handling resources and taking care of full recruitment life cycle start to end up process.
- ❖ Possess organizing abilities, motivational qualities, leadership traits & good communication skills. An effective communicator with excellent relationship building interpersonal skills, strong analytical, problem solving & organizational abilities.
- ❖ Experiences in handling modern HR systems with skills in maintaining harmonious relations among management and employees as well as ensuring prompt resolution of employee's grievances.

KEY SKILLS SET:

- ❖ Able to work independently or as an integral part of a team with a high degree of initiative.
- ❖ Resourceful and a good problem solver with excellent communication skills.
- ❖ Strong presentation and influencing abilities.
- ❖ Ensuring that colleagues are dealt with in a professional manner.
- ❖ Skilled at dealing with a range of people at levels, building and maintaining positive relationships.
- ❖ Planning and managing own time and efforts to ensure optimum effectiveness.
- ❖ Meeting deadline and targets in a time tight project environment.
- ❖ Highly organized and methodical with an eye for accuracy & detail operating to high standards of quality.

PROFESSIONAL EXPERIENCE:

Company : PNR Software Solutions Pvt Ltd, Hyderabad

Designation: HR Generalist & HR Recruitment Lead

Duration : April 2021 to April 2022

- Responsible for the onboarding process of new hires like sending offer letters, coordinating interviews & updating the company database(MIS) with their information.
- Coordinate new employee on boarding, including conducting orientation sessions, processing new-hire paperwork, and ensuring compliance with company policies and regulations.
- Assist in the development, implementation, and communication of HR policies and procedures.
- Assist in managing employee benefits programs, including health insurance, retirement plans, and other company benefits.
- Address employee relations issues including conflicts, grievances, and harassment allegations, and ensure that they are handled in a fair and timely manner.
- Maintain payroll data including leaves, working hours, and bank accounts & supporting on salary workings, increment, salary slip, leave encashment and full and final settlements.
- An experience in using excel, google sheets, Word and PowerPoint is required for maintaining payroll data including leaves, working hours, and bank accounts.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Implement the Employee appraisal policy.
- Create and run referral bonus programs.
- Handling of all queries from employees and attrition management.
- Active involvement in employee-interactions, employee-relations, promoting and nurturing healthy communications with employees.
- Employee engagement activities: Proactively plan the engagement activities like offsite planning, festive celebrations, birthday celebrations and any other which comes up.
- Exhibit a high level of integrity and handle sensitive information with utmost confidentiality.

Recruitment:-

- a). Responsible for complete **Recruitment cycle (Start to end up process)** starting from preparing the job description, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers & references.
- b). Handle the team of "2" members & allocate the requirements to them on priority basis and helping to get the productive resumes.
- c). Handled clients for **requirements queries &** replying to their emails related to recruitment process.
- d). Create and posted the Job descriptions in company's career page, job portals & Social media, free job posting sites.
- e). Interviewed Candidates using different interview methods and approaches.
- f). Conducted various interview processes like telephonic, video call/Zoom call interviews to find out the relevant skill set to the various requirements.
- g). Utilized various online and offline sources to find talented technical candidates and preparing for screening process.
- h). Prescreened resumes sending to Delivery managers for further interview process.
- i). Sourced and selected applicants for various technical positions to fulfill the client requirements.
- j). Get the resumes from referral candidates and evaluate them to match with various client's requirements.
- k). Once candidate got offer until join to the company will **follow up** with him as well as client.

l). Preparing daily, weekly, monthly **reports** and circulating them to Management & participated in daily & weekly meetings.

m). Working on **IT requirements (Niche)** like

- | | |
|---|---|
| a). Java Frontend/Backend Developer | b). Python with Java Developer |
| c). Dot net Developer | d). SharePoint with SPFX Developer |
| e). SAP HANA/BASIS Consultant | f). Magneto Developer/Lead |
| g). Java Full Stack Developer | h). Sr. Cloud Administrator |
| i). ODI Developer | J). Product Owner & Delivery Manager (Sweden requirement) |
| k). Salesforce Developer | l). Informatica Cloud IICS |
| m). Drupal Developer | n). Salesforce sales cloud & CPQ Business Analyst |
| o). Golang Developer | |
| p). IOS Developer hired for contract & Permanent positions. | |

Company : Macrosol India Ltd, Hd

Designation : Sr.HR Executive Cum Lead

Duration : Sep 2015 to March 2020

- a). Assist the recruiters to source candidates and update to company's database.
- b). Preparing daily, weekly, monthly reports and circulating them to Management.
- c). Maintains and enhances the organization's human resources by planning, implementing & evaluating employee relations and human resources policies.
- d). Preparing the Offer letter, Appointment letter, Appraisal letter, relieving letter& giving to the employees.
- e). Conducting the induction program for new employees for purpose of hiring them, better understanding of the company & arrange the required things to them for further process.
- f). Maintaining the employees' documents in records for future reference.
- g). Conducting reference and background checks also replying to the ex-employee's background verification emails.
- h). Salary management which includes payroll system, attendance and leave management.
- j). Implement the Employee appraisal policy.
- j). Assess training needs to apply and monitor training programs.
- k). Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- l). Handling the **HR Generalist activities & handled the team of "10" members.**
- m). Handling the **Clients regarding requirements** & replying to emails related to recruitment process.
- n). Responsible for complete **Recruitment cycle (Start to end up process) starting from preparing the job description, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers & references.**
- o). Responsible for **Internal requirements** fulfillment for all positions.
- p). Prepare the job profiles, job descriptions and post it in company's career page, social media, jobportals & free job posting sites.
- q). Craft recruiting emails to attract passive candidates. Screen incoming resumes & application forms.
- r). Source candidates using a variety of search methods to build a robust candidate pipeline.
- s). Screen candidates by reviewing resumes & job applications and performing phone screenings.
- t). Ensure all screening, hiring & selection is done in accordance with employment laws & regulations.
- u). Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- v). Once candidate got offer until join to the company will **follow up** with him as well as client.

w). Handling the recruitment Team & taking the meetings on daily basis about the status of the recruitment process & its improvement. Motivating the employees to achieve their targets & update the management on daily basis.

x). Working on **IT requirements (Niche)** like

a). Java with Python Developer

b). Java with Spring, Cassandra Developer

c). c). Dot net with SQL Developers

d). Pega CSA/CSSA Developer

e). Pega CLSA Lead Architect

f). Graphic designer

g). Core Java Developer

h). MSBI Developer

i). Dot net with MVC

j). Dot net with Angular JS

k). Python developer with PHP frameworks

l). Web designer

m). Angular JS,4,5,6,7

n). Application developer(IOS/Android)

o). Core Java with NMS/EMS

p). Devops with Python

q). Devops with Java

r). Aws admin with Linux

s). Python with Rest API

t). Java Full Stack Developer

u). Salesforce with Apttus

v). SAP ABAP with Adobe forms

w). SAP MM, SAP FICO, SAP SD, SAP ABAP, Python Developer with PHP Frameworks hired for C2H.

x). Deputy Manager, Assistant Manager, HR Manager-DM/AM, Quality Analyst, Desktop support for Lateral Positions.

Company : Eagle9 Consultants, Hyderabad

Designation: Senior HR Executive

Duration : Aug 2010 – Aug 2015

a). Handling the **HR Generalist activities** like Preparing Offer letter, Appointment letter, Appraisal letter, relieving letter giving to the employees & conducting induction programs to new employees

for purpose of hiring them & better understanding of the company.

b). Required details taken from new employee & arrange the employee ID Card, official email id & system allocation, Opening up of salary account & Coordinating with bankers.

c). Handled the team of “4” members and motivate them to meet their targets, if they have any queries related to requirements clarify them & helping them to get the productive resumes.

d). Bridge management and employee relations by addressing demands, grievances or other issues.

e). Maintaining attendance sheet on daily basis.

f). Maintain payroll data including leaves, working hours & bank accounts.

g). Conducted daily & Weekly meeting of all team members for general discussion & review.

h). Conduct the Employee engagement activities & motivate them to participate & find out who is proactive among them to be used in succession planning.

i). Preparing daily, weekly, monthly **reports** and circulating them to Management.

j). Ability to maintain confidentiality and handle sensitive information with discretion.

k). Developing clear policies and ensuring policy awareness.

l). identify & manage training and development needs for employees.

m). Conduct reference check or background checks on job applicants.

o). Conduct the exit interviews for old employees & get the information about the company (Pros & Cons) and utilize it for betterment of the company.

p). Responsible for complete **Recruitment cycle for IT, Non-IT Clients &** handling the **clients** regarding to their requirements.

q). Handling the requirements of IT & NON IT like

IT Requirements:

- a). Java Developers
- b). Dot net Developers
- c). Mobile Application Developers
- d). Testing (Manual/Automation)
- e). IOS Developers
- f). PHP Developers

NON-IT Requirements:

- a). Business Development Executive
- b). Finance Managers
- c). Marketing Managers
- d). Account Managers
- e). Event Managers
- f). Site Engineers

2005 – 2008:

Learnt IT courses: SAP HR and Business intelligence SAP BI, BO, ABAP

In a view to pursue career in IT Industry and to gain in-depth domain knowledge.

PROFICIENCY FORTE: -

ACHIVEMENTS:

- a). Excellent placement record for the most critical requirements.
- b). Awarded as “**Future of ASAP**” for giving 20 hires in 6months for the period August 2011- Jan 2012.
- c). Our team was quoted as “Rock star Team” for excellent team performance & special appreciation mailsfrom director.

Recruitment Resourcing & Development:

- a). Executing policies for HR and employee welfare aiming towards development of human capital across organization, coordinating in recruitment, selection related process.
- b). Identifying future manpower requirement and designing plans for acquiring requisite skillsand competencies.
- c). Overseeing all aspects of recruiting, right from understanding profile through Campus Interview, Recruitment Consultants, Job portal and Advertisements, conducting Wage and salary surveys.
- d). Lining up of interviews and coordinating with higher authorities for selection and salary finalization.

Team Management:

- a). Leading, mentoring & monitoring the performance of the team to ensure efficiency in recruitment, meeting of individual & group targets.
- b). Creating an environment that sustains and encourages high performance, motivating team inOptimizing their contribution levels.

Management Thesis:

- a). At **INDIA INFOLINE**: ‘Study on changing trends in Recruitment & selection Process’ (4 months)

Project Description: The process followed by the ‘India infoline’ in recruitment & selection process, findings, recommendations and conclusion.

- b). At **KRISHNA PARADISE RESIDENCY**: ‘Study on HR policies and practices with respect to Absenteeism and Employment protection’ (4months).

Internship Program (IP): The HR policies and followed by the 'Krishna Paradise Residency' in absenteeism and employment protection, discussion of implications, findings, recommendations and conclusion.

Internship Program (IP):

At **SENSOMATIC** (Options consultancy Co) (3months).

a). Short Listing of 200 resumes and closing 7 recruitments per month, generating a worth of Rs 1lakh of revenues for the company in the months of April, May and June 2009 in Hyderabad.

b). Designation: Recruiter

c). Achievements: Achieved 80% against the assigned target.

d). Learning's:

a). Telephone Etiquette b). Screenings of resumes and generating references

c). Improved communication d). Objection handling and convincing the candidates.

ACADEMICS:

- Post-Graduation -**MBA (HR & FIN) - ICFAI University-** Hyderabad. (2008-2010)
- Bachelors of Sciences – **B.SC -MPC** – Gulbarga University, Karnataka (2002-2005).
- Board of Intermediate - **S.C.I.M & Parousia College** -Tanuku & Nidadavole (2000-2002).
- Secondary School Certificate at **Z.P.H. School** - Velpur (2000).

CERTIFICATIONS:

a). Participated in CEDOK (Center of Entertainment Department Organization of Karnataka)Competitions and got the certificate.

b). Have got certificate for DCA Programme in computers.

EXTRA CURRICULAR ACTIVITIES / IT FORTE:

- Stood in 1st place in "Ad-mad show during **ANKUR FEST**".
- Awarded as "Miss Parousia 2002" in Ramp walk at Parousia Junior College.

IT-FORTE: Diploma in computer Applications (MS Word, Excel, PowerPoint).

- Programming Languages: ABAP/4, C.

PERSONAL INFORMATION:

-Full Name : Savitri Valluri
-Father's Name : Prasad Valluri
-Languages Known : English, Hindi, Telugu, Kannada, Tamil, Oriya & Malayalam.

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge.

Date:

Place:

SAVITRI VALLURI