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## 🚀 SKILLS

Easily Adaptable and Flexible

Good Communication Skills

Time Management

Good in Leadership Skills

Problem Solving

Decision Making

Emphatic

Training and Development

Multi Tasking

## ❤ INTERESTS

Gardening

Listening Music

Cooking

## 🗣 LANGUAGES

English

Hindi

Telugu

Gujarati

## 🎯 OBJECTIVE

Well-versed individual with impressive persuasive skills in search for a customer-centric organization to fill a Human Resource Manager role where strong capacity to provide effective administrative leadership is required.

## 📁 EXPERIENCE

### Human Resources Executive

July - 2022 - March - 2023

FireAlps Distribution Pvt Ltd

Roles & Responsibilities:

- Employees On-Boarding
- Induction
- Employees Relations
- Attendance Management
- Employees Engagement Activities
- Non IT Recruitment
- Employee Grievance
- One to One with Employee
- Act as a bridge between Management and Employees
- Employee Existing Formalities
- Create policies or Protocols which is necessary for the Company

### Human Resource Executive

December - 2019 - June - 2022

Syscom Softtech Pvt Ltd

Roles & Responsibilities:

- Employees On-Boarding
- Induction
- Employees Relations
- Attendance Management
- Employees Engagement Activities
- Employees Off-Boarding.

## 🎓 EDUCATION

### X-Secondary School of Education

2014

Don Bosco Academy

9.2

### XII-AP Board Intermediate Education

2017

Gandhiji Mahila Inter College

6.75

### Bachelor's of Technology

2021

Lovely Professional University

6.65