



Hari Sri Sindhu Venna

Human Resource Executive

Enthusiastic, Self-motivated, and dedicated HR Executive professional with 2.6 years of experience in employee verifications, managing the hiring process, onboarding and exit formalities, employee benefits and payroll, performance management, and implementation of written policies and procedures. Looking to grow with a well-respected company and contribute to its overall success.

Contact

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Address

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Education

2019

MBA - HRM | 72.3%

Osmania University, Hyd

2015

B. Tech - ECE | 76.7%

Sphoorthy Engineering College, Hyd

2011

BIE - MPC | 74.8%

Sri Chaitanya Jr. Kalashala, Hyd

2009

CBSE | 73.8%

Brahma Prakash DAV Public School, Hyd

Experience



September'2021 - Till date

3DM Agency | Hyderabad

Human Resource Executive

- Coordinating with Internal Team Leads and maintaining work structure by updating job requirements and job descriptions for all positions
- Worked with recruitment agencies to source candidates for specific job positions.
- Conducted candidate interviews and performed background checks and verification.
- Sharing a letter of intent to hire and collect all required documents for the salary negotiation
- Prepared an Offer and Appointment Letter
- Performed onboarding, induction, and orientation
- Explaining HR policies to team members to encourage the compliant and motivated workforce
- Keep track of attendance and leave data and handle Payroll Process before sharing it with the finance team.
- Keep Employees ' base and records.
- Organize Employee Engagement Activities at regular intervals in celebration of events & festivals
- Perform exit interviews and handle exit formalities
- Addressed employee grievances and queries and provide amicable solutions
- Initiating and monitoring PMS through the KEKA tool
- Provided support for the Content Team for Telugu-oriented content and copies (Eg: Giggles, Subbayagari hotel, Paytm, Silktowers, Silpa-Aranya, Avasa-Kakinada, Samruddhi farms)
- Initiated and provided support for content creation for the official agency page



March'2021 - July'2021

Mobius Development Studio Pvt., Ltd. | Hyderabad

HR Executive

- Prepared the Job Description as per the requirements
- Posted the jobs on different job portals
- Performed screening, shortlisting & contacting potential candidates
- Sent the assessments & other required tasks to the candidates given by the department heads
- Conducted telephonic & initial rounds of interviews
- Followed up on the selection process and joining formalities once the decision is made
- Handled other HR Operations whenever required

Expertise

- Employee Engagement
- Performance Management
- Employee On-boarding
- Process Improvement
- Leave Management
- Payroll process
- Exit Formalities

Language

English

Telugu

Hindi

January'2020 - May'2020

CIEL HR Services Pvt., Ltd. | Bangalore

Recruitment Executive - Intern

- Sourced profiles using web portals like Naukri, Internal databases, job postings, etc.
- Initial screening, resume filtering, shortlisting the candidates, and scheduling the candidates for interviews.
- Negotiated with the candidates regarding the compensation package and offer acceptance.
- Conducted regular follow-ups with candidates before joining and after joining.
- Maintained the Database in excel format and saving for future use.

July'2019 - October'2019

CarePro Global | Bangalore

HR Recruitment Consultant

- Understanding Job Description & Job Specification.
- Sourced resumes through portal/ references/database.
- Performed screening and selecting best-matched Profiles.
- Briefing Candidates regarding the JD, Company Profile, and Career Perspective.
- Coordination of further rounds of interviews and follow-up action thereafter till closures.

June'2016 - July'2018

Accenture Solutions Private Limited | Hyderabad

Business Operations Associate

- Supported a few of the Google products related to AdWords (Digital Marketing).
- Providing thorough support and resolving customer consults.
- Handling complex situations with proficient troubleshooting skills.
- Mentoring new joiners and coaching them on Google products/tools.
- Maintaining 100% quality in terms of product and process.