

Manasa

Anumpalli

HR EXECUTIVE

As a dedicated MBA graduate with a specialization in Human Resource Management, I am actively seeking an opportunity to begin my career in a dynamic and growth-oriented organization. I bring a strong academic foundation in HR practices along with a keen interest in contributing to key HR functions such as recruitment, onboarding, training & development, and employee engagement. With a proactive mindset, strong communication skills, and a passion for people management, I aim to add value to the organization while continuously learning and evolving as an HR professional.

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•Address: arilova, visakhapatnam.

EXPERIENCE

BAJAJ FINSERV

HR EXECUTIVE, INTERNSHIP 3 MONTHS

Assisted in recruitment by sourcing, screening, and shortlisting candidates.
Conducted initial interviews for various job roles.
Handled joining formalities and maintained accurate employee records.
Supported onboarding by organizing induction and orientation sessions.
Coordinated training and development programs for new hires.
Explained compensation structure and employee benefits to new joiners.
Ensured compliance by explaining company policies and procedures.
Helped plan and execute employee engagement activities.
Payroll that includes salary calculations i.e Gross salary and Net salary, attendance calculations.

EDUCATION

DR.LANKAPALLI BULLAYA COLLEGE

MBA(HR)

7.8%

SKILLS

MS-office

C, JAVA .

Leadership skills

Quick adaptability

Presentation skills

Public speaking

INTERESTS

Painting

Singing