

**PRAVALLIKA AKKINENI**

D.No: 45-1-87/1, Santhi Nagar, Padavalarevu, Vijayawada.

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**Summary:**

HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints. Skilled at understanding customer and employee requests and meeting needs.

**Experience:**

**HR Executive:**

Freelancer April 2021 - Current

- Sourcing the candidates from Optimhire portal.
- Add profiles in external portal.
- Experience in using LinkedIn to source quality candidates.
- Technical expertise with an ability to understand and explain job requirements for IT roles.
- Scheduling the interview.
- Onboarding Process.

**Accounts Executive:**

FIITJEE Ltd June 2016 – Dec 2016

- PDC Deposition
- Drive Recovery of Bounced Cheques
- Internal Audit at Centers
- Cheques deposit in banks

**Associate Accounts and Finance:**

Kal Informatics Private Limited Aug 2014 to May 2016

- Maintenance of Cash & Bank books.
- Monthly Bank Reconciliations.
- Statutory Payments according to Companies Act.
- Posting Journals in Tally & SAP B one.

**Assistant Professor and Student Counselor:**

Velaga Nageswara Rao Engineering College Oct 2013 to Aug 2014

- Conducted the subject lectures regularly, keeping an eye on the understanding of the students.
- Provided students with information outside the classroom such as the future prospects in the subject, the competitive exams, etc.

**HR Executive:**

Srikanth Cooling Solution May 2013 - Oct 2013

- Maintained documentation for facility compliance and employee health.
- Handled all the front desk operations
- Sourcing the candidates and processing for interview
- Responsible for End to End Recruitment.
- Petty cash transactions & employee reimbursement.
- Responsible for maintaining company confidential records.
- In charge of Printing & Stationary.

**EDUCATION:**

- PGDHRM from Nagarjuna University 2014.
- MBA from Krishna University 2013.
- B.Com from Nagarjuna University 2011.
- MPC from intermediate board 2008.
- 10th from Central Public School 2006.

**HARD SKILLS:**

- Microsoft Office
- Tally
- SAP B One
- End to End Recruitment

**SOFT SKILLS:**

Adaptability  
Collaboration  
Strong Work Ethic  
Problem Solving.

**PERSONAL INTEREST:**

- Shuttle
- Chess
- Reading Novels
- Shopping