

Lavanya.Manikonda

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Mobile : + 91- 8125601882.

Career Objective:

To secure a challenging position where I can effectively and efficiently contribute my technical skills in order to take an active participation in the growth of company and expect encouragement in return.

Professional Experience:

- Working as **Sr HR- Executive** in Capital Tree hospital, Vijayawada from January 2019 to till date.
- Worked as in **Admin Executive Fountainhead Architects Pvt.ltd** Hyderabad from May2016 to April 2017.
- Worked as **Admin Executive** in **Digit Secure India Pvt. Ltd. (PCI Certified)**, Hyderabad from February 2015 to May 2016.

Educational Qualification:

- MBA from PVP Siddhartha institute of technology, passed in 2012.
- Degree in Maris Stella College in Vijayawada passed in 2010.
- Intermediate (MPC) from Siddhartha Mahila Kasala, Vijayawada passed in 2006.
- S.S.C for ZPHS, Penamaluru passed in 2004

Technical Qualification:

- Operating System : Windows
- Applications : MS Office (MS Word, MS Excel)

Functional Experiences :

JOINING & INDUCTION

- Taking care of Joining Formalities of Selected Candidates, employee Id generation and the Salary Account openings
- Coordinating with IT team for system allocation, E-Mail ID generation and with Admin team for business cards & stationery.
- Organizing the induction sessions along with the various department heads to the new joiners.
- Coordinating with the department head on the new joiner's deployment.

TRAINING & DEVELOPMENT

- Identification of training needs and nominating candidates for training.
- Preparing the strategic training plans and finalization of training calendar.
- Scheduling the training and coordinating with external trainers and training programs.
- Tracking and monitoring the training records i.e. from attendance sheets to evaluations.
- Presenting training records for the CMMI and other Quality standard audits.

HR ADMINISTRATION & PAYROLL PROCESSING

- Preparing the payroll inputs and sharing them with finance team which includes LOP, Salary revisions, FNF for relieved employees, Performance bonus, salary and other details of new employees, etc.
- Compilation & processing of attendance data manually & Software Also, tracking and maintaining leave records.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, show cause notice, experience/service certificate, reliving letter, etc.

EMPLOYEE APPRAISALS & CONFIRMATIONS

- Tracking and coordinating on employment confirmations and appraisals.
- Designing and releasing the appraisal templates to the employees for self- ratings and reporting manager ratings.
- Scheduling and initiating the one on one meeting along with the respective heads.
- Scheduling management meetings on finalization of the employee appraisals.
- Employee appraisal negotiations, preparing and rolling out appraisal letters.

RECRUITMENT

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Sourcing, screening and short listing resumes based on desired skills and experience through various job portals or else internal reference, head hunting.
- Coordinating with interview panel for telephone, and Personal interviews.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

EMPLOYEE EXIT PROCEDURES

- Full & Final settlements of the employees and Rolling out the Relieving and Experience letters

Other Activities:

- Coordination of NABH Activities
- Looking after the Statutory works
- Interacting with all levels of employees

Personal Details:

Name : P. Lavanya.
Father's Name : P. Nageswara Rao.
Date of Birth : 7^h July 1989.
Married Status : Married.
Nationality : Indian.
Religion : Hindu.
Address for communication : Kamayyathopu, Vijayawada-7

Declaration:

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

Place: Vijayawada.