

Srawanthi Goroju

H.No-2-111/7 Engineer's Enclave

Gangaram,Chandanagar

Secundrabad-500050

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Contact no:9533458800

Objective

Dynamic worker with exceptional communication skills and a consultative approach .Heading towards identifying opportunities & develop focus towards work, which helps in the organization growth as well as my personal growth.

Professional Profile

- Around 3+ years of experience in core **HR generalist** functions generally **Payroll, Statutory Compliances, Leave Management, Time Management, Recruitment and General Administration ,Joining & Exit Formalities etc.**
- Responsible for all areas of Human resource operations. This includes Compensation Management, **Employee relations & Exit Process.**

Handled HR Functions

HR Functions:

- Understanding Manpower requirements with the help of Management or Heads of the department and making job specifications required for their requirements.
- Short listing the suitable candidate's profiles and conducting the preliminary interviews.
- Explain Company Policies, Procedures to the newly recruited candidates.
- Issuing offer letters, Appointment Letters, New Bank Account openings.

Wage & Salary Administration and Statutory Compliances

- Handling the Time office
- Collating the Attendance and running the payroll process, calculating incentives & OT.
- Managing advance salary, Other Deductions etc.
- Managing Leave Management & Leave Policies for Individual Employees.
- Managed full pledge of Statutory Compliances PF, ESI & PT, Bonus and Gratuity as submission of Returns for PF, ESIC.
- Handling Employee Grievance salary, Leaves & Welfare Issues.

Employee Movement:

- Taking Exit Interview.
- Serving letters to leave overstay and absenteeism
- Sending absconding letter for left Employees without Notice period.
- Processing Full & Final settlements.
- Processing the No Dues clearance & Issuing relieving letters.

Career Highlights

Company: Lemon Tree Premier(Lemon Tree Hotels LTD),Hyderabad

Profile : Executive -Human Resource

Duration : Jan 2018-Till date

Handled Key Responsibility:

Recruitment, HR Generalist, Payroll

- Ensuring smooth operations of Human Resource Department with a employee strength of 205, handling
- Understanding Manpower requirements with the help of Management or Heads of the department and making job specifications required for their requirements.
- Sourcing the resumes & Calling the prospective Job Seekers
- Screening, Short Listing.
- Handing the interview procedure from shortlisting to Final Offer Letter
- Formulate the Joining and Induction Plan for new hires
- Issuing offer letters, Appointment orders, Reliving letters & Salary certificates.
- Responsible for Time Office Management.
- Maintaining Leave Registers, Accident Register, On Duty Registers
- Handling entire payroll process from starting to ending
- Maintain and update Employee Dashboard which holds the track record of employee movement
- Handle exit process starting from the initial communication until full and final settlement
- Responsible for Security & Kitchen Stewarding activities.
- Organising employee engagement activity on monthly basis
- Maintain the overall Report of M.I.S.
- Processing the certifications, reimbursements and bonuses

Company : vCentric Technologies - IT Firm

Designation: IT Recruiter Consultant

Duration : Jun 2017 – Nov 2017

Location : Banjara Hills

Roles & Responsibilities:

- Experience as an IT Recruiter with Permanent staffing and software companies.
- Handling contract Staffing with some of our clients
- Recruitment Hands on experience with job sites such as Naukri & Monster
- Highly organized and able to manage multiple tasks
- Proactively building resume database for upcoming/highly potential requirements
- Worked on all kinds of technologies with below clients
Worked for the Clients: Wipro, Virtusa, New Net Communication, Insestant, Global Logic

Company : Career Network- IT Recruiting Firm
Designation: IT Recruiter
Duration : Sep 2014 – May 2016
Location : SD Road, Secunderabad, Andhra Pradesh

Roles & Responsibilities:

- Experience as an IT Recruiter with staffing and software companies
- Recruitment Hands on experience with job sites such as Naukri & Monster
- Highly organized and able to manage multiple tasks
- Proactively building resume database for upcoming/highly potential requirements
- Worked on all kinds of technologies with below clients
Worked for the Clients: Wipro, Virtusa, Global Logic

Company : Leonia Holistic Destination
Designation: Desk Operator
Duration : Jul 2010 – Aug 2012
Location : Shameerpet, Telangana

Roles & Responsibilities:

- Handling guest calls
- Updating the reports of department
- Making the attendance of employees
- Preparing the MIS Report every month
- Making the man power planning of the department
- Employee engagement with the manager of department
- Making the stock update

PROJECT/INDUSTRIAL TRAINING

Mygo Infomatics. , Hyderabad

- 1 month Internship with “Mygo Infomatics . (Panthagaram)”
- Job description & Job satisfaction
- Recruitment & Selection

Katriya De' Royal (HYDERABAD) , Telangana

- 4 month training with “Katriya De' Royal”
- Trained with 4 major departments with 100% attendance

EDUCATIONAL QUALIFICATION

- MBA from St.Martins College of Engineering & Technology -2014
- BHM from Dr.Narayana College Of Hotel Management & Catering Technology-2010
- Intermediate From Little Flower Junior College – 2007
- S.S.C from Singareni Collieries Company High School – 2005
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Technical Skills

Software Packages : MS Office/Opera/IDS/WIN HMS/HR MANTRA/SAP HR

Personal Abilities

- Hard working with smartness & Dedication towards work.
- Ability to work independently or a member of team.
- Time Management.

ACHIEVEMENTS

- Achieved the best Theme award in Theme lunch conducted by NCHM in 2009
- Achieved 2nd Prize in Add making Activity conducted by college
- Achieved 1st Prize in the College event conducted by Management
- Certified with the Lemon Tree Train The Trainer Programme in 2018

PERSONEL PROFILE

Name	Srawanthi Goroju
Father Name	Mr.G.Somanathan
Date of Birth	31/07/1989
Nationality	Indian
Marital Status	Unmarried
Languages Known	English, Hindi, Telugu and ISL (Indian Signing Language) .

Declaration: I, Srawanthi Goroju declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Date:

Place: Hyderabad

(Srawanthi Goroju)