Santhapuri Sunil Mobile No: 9123456XXX

Email id: sunil123XX@gmail.com

Career Objective

A results-oriented HR executive seeking an opportunity in HR activities like compensation and benefits, payroll management, recruitment, training and development, performance appraisal, attendance management etc.

Work Experience

Working as **HR executive** at **ABC Foundation**, Hyderabad from 1 February 2019 to till date.

Job responsibilities

* Ensuring hiring of employee as per organization requirement
* Handling joining & exit formalities of employees
* Preparing offer letters, appointment letter, relieving letters and termination letters.
* Ensuring the timely payment of EPF, ESI, professional etc.
* Recording, monitoring, and maintaining attendance data of employees.
* Conducting performance appraisal.
* Conducting employee engagement activities.

Worked as **HR Executive** at **XYZ Motors Ltd**, Hyderabad from 1 January 2018 to 31 January 2019.

Job responsibilities

Coordinating recruitment, selection and hiring process.

Responding to the internal and external inquiries related to HR.

Managing statutory compliances like PF, ESI, professional tax, Minimum wages, Bonus etc.

Timely payment of ESI, PF, professional tax.

Monitoring and maintaining attendance data of employees,

Preparing offer letters, appointment letters and experience letters.

Maintaining training documents and MIS reports.

Education

MBA in Human Resource Management from Andhra University in 2017

BBA (Bachelor of Business Administration) from Gitam University in 2015

IT Skills

Micro Soft Office: Word, Excel & Power Point.

Personal Information

|  |  |
| --- | --- |
| S/O | Santhapuri Gopala Rao |
| Date of Birth | 25/12/1995 |
| Languages Known | English, Hindi, Telugu |
| Address | D No: 12-1-16,  Banjara Hills,  Hyderabad,  Telangana. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Place: