


Harika Vadrevu

HR GENERALIST

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OBJECTIVE

Dedicated HR professional with a history of meeting company goals through consistent and organized practices. Ability to work in challenging environment while contributing to the organisation as well as gaining rich experience.

SKILLS

MS. Office	● ● ● ● ●	MS. Excel	● ● ● ● ●
MS. Word	● ● ● ● ●	MS. PowerPoint	● ● ● ● ●

EXPERIENCE

HR Executive

Frontier Business Systems *May 2023 - Present*

1. Recruitment
 - Have experience in recruiting, selecting, and onboarding candidates. This includes creating job descriptions, posting job ads, reviewing resumes, conducting interviews, and negotiating job offers.
2. Onboarding
 - Manage smooth onboarding process for new hires
 - Coordinate with various departments to ensure all necessary resources and information are available for new employees.
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 - Coordinate with Reporting Manager for preparing the learning plan and first 90 days connect with employee
 - Gather feedback from new employees to continuously improve the onboarding process.
3. Employee Relations
 - Act as a point of contact for employees' questions, concerns, and grievances.
 - Mediate and resolve conflicts between employees or between employees and management.
 - Weekly connect with RMs/Understand the business dynamics, the areas where HR can play a proactive role.
 - Work with HO/Regional Leaders to build a transparent, performance driven and fun filled culture at office
 - Enforce HR policies and procedures to ensure a fair and inclusive work environment.
4. Performance Management
 - Support managers in setting performance objectives and conducting performance evaluations.
 - Provide guidance and gather training requirements from employees and coordinate with the managers to draw upskilling program
 - Work with Regional Heads for performance evaluation and work on annual appraisal
5. Training and Development
 - Identify training needs and coordinate the delivery of training programs.
 - Collaborate with managers to develop individual development plans for employees

6. Attendance and data management
 - Maintain accurate employee records and ensure compliance with applicable laws and regulations.
 - Prepare and submit HR reports to management as required.
 - Stay updated on changes in employment laws and regulations and ensure policies and practices are in compliance.
 - Manage HRIS (Human Resources Information System) and ensure data integrity and confidentiality.
 - Ensure data hygiene in attendance, leave and other inputs for payroll
 - A bent of mind to report any exceptions – beyond the scope of set processes (e.g. alert about an employee on leave continuously post payroll inputs and cut-off date)
 - Work with HO/Regional Leaders to build a transparent, performance driven and fun filled culture at office
7. Employee Engagement Activities
 - Develop and implement employee engagement initiatives to foster a positive work environment and increase employee satisfaction.
 - Plan and organize employee recognition programs, events, and activities.
 - Conduct employee surveys or feedback sessions to gauge employee engagement and identify areas for improvement.
 - Collaborate with cross-functional teams to develop and execute employee wellness programs.
8. Exit Formalities
 - Manage the employee separation process, including conducting exit interviews and handling necessary paperwork.
 - Provide support to departing employees and ensure a smooth transition out of the organization.
 - Analyze exit interview data to identify trends and suggest improvements to enhance employee retention.

HR Associate

TriMindTech Solutions Pvt Ltd *Sep 2021 - Apr 2023*

1. Recruitment

- Have experience in recruiting, selecting, and onboarding candidates. This includes creating job descriptions, posting job ads, reviewing resumes, conducting interviews, and negotiating job offers.
- Coordinated with the TPO's of various colleges for successfully conducting the Campus Placements Drives.
- Handling the Onboarding and Orientation Sessions for new hires

2. Employee Relations and Engagement

- Advised managers and employees on HR policies, procedures, and best practices, ensuring compliance with state laws and regulations.
- Addressed employee complaints and grievances, investigated claims of harassment or discrimination, and resolved conflicts in a timely and effective manner.
- Designed and implemented employee engagement initiatives such as recognition programs, career development plans, and wellness initiatives, resulting in improved employee satisfaction and retention.

3. Performance Management and Employee Development

- Conducted performance evaluations and provided feedback and coaching to employees, helping them to develop and achieve their career goals.
- Facilitated training sessions and workshops on topics such as communication, teamwork, and leadership.

4. Compensation and Benefits Administration

- Administered employee benefits programs such as health insurance, retirement plans, and leave policies, ensuring compliance with legal requirements and company policies.
 - Managed payroll processing and tax reporting, ensuring accuracy and timeliness, and collaborated with accounting and finance teams to ensure payroll compliance and accuracy.
5. HR Policy Development and Compliance
 - Developed and maintained HR policies and procedures, ensuring compliance with legal requirements and alignment with company values and culture.
 6. Performance Appraisals
 - Issuing the Appraisal Forms for the employee Taking feedback from Team leads and Managers and scheduling the performance review meetings
 - Releasing the Appraisal letters
 7. Off-boarding
 - Handled separation process while ensuring that the employee exits in a structured and orderly manner.

HR Intern

Career HUB - Connecting Opportunities *Nov 2020 - Aug 2021*

1. Recruitment

- Responsible for Recruitment, Selection. Identification of Manpower requirement from various departmental heads.
- Sourcing the candidates from various Job portals, Employee referrals, Social Medias for conducting the interviews
- Design and implement structured interview process for final selection.
- Completing the documentation of the entire Recruitment process

2. People Management and Development

- Preparing offer letters and appointment letters. Process appointments.
- Complete all formalities related to new joinee

3. Wage and Salary Administration

- Preparations of the gross salary breakup of the new joinee's.
- Solving Salary Discrepancies raised by the employees.

4. Employee Communication and Welfare

- Conducting meetings with the management for discussing the issues related to employee welfare.
- Understanding and maintaining cordial relations with the employees.
- Establish an understanding with the employees regarding the plans & policies of the company.
- To retain the best and most promising of those hired

EDUCATION

PGDBA (HRM)

Symbiosis Centre for Distance Learning *Jun 2020 - Jun 2022*

BTech (IT)

Gokaraju Rangaraju Institute of Engineering and Technology

May 2014 - May 2018

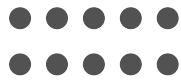
Board of Intermediate

Narayana Junior College *May 2012 - May 2014*

State Board of Secondary Education
Keshav Reddy School *May 2011 - May 2012*

LANGUAGES

English
Telugu



Hindi

