



MENATI NARAYANA

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CAREER OBJECTIVE

Human Resources Generalist with progressive experience managing employee hiring & on boarding, performance management processes and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with applicant tracking and fulfilling organization staffing needs and requirements.

PROFESSIONAL EXPERIENCE

Company – First source (Chennai)

Designation : customer care

Period of Service : Apr 2017 to Sept 2017

Internship Experience

Organization – **Savera Hotel**

Designation – Human resource intern

Period of Service – Jan 2018 – March 2018

Maintaining manual records such as filing documents involved in various employee development activities, screening the recruitment process, coordinate with other departments to update requirements and placements of new joiners.

Organization – **Quality in Airport, Chennai**

Designation – Human resource intern

Period of Service – June 2018 – Aug 2018

Intern Responsibilities

Involved in recruitment process, maintain and updating records, handling various complaints and grievance of the employee. monitoring cafeteria to avoid food wastage.

ACADEMIC QUALIFICATION

PGDHRM - Madras Christian College	- 2019	65%
MBA (Tourism & Hospitality) - Bharath University	- 2019	68%
B.Sc (Computers) - Himalaya University	- 2016	67%
Intermediate - Narayana Junior College	- 2012	64%
HSC - Ratnam High School	- 2010	75%

PERSONAL DETAILS

Date of birth	: 13-12-1993	Nationality	: Indian
Father's Name	: M. Narasaiah	Religion	: Hindu
Sex	: Male	Language's known	: Telugu, English, Hindi
Marital status	: Single	Hobbies	: Gardening, listening music

Permanent Address : B. S Kandriga village, Muthukur Mandal, Nellore District, Andhra Pradesh.

DESCRIPTION

I here by declare that information mention above is true with the best of my knowledge.

Place : Chennai

Date :

(M. Narayana)