

RESUME

Dasari Venkata Preethi

Venkatapreethidasari@gmail.com

Mobile No: 7981868332

Career Objective:

To serve the organization by making optimum utilization of my skills & knowledge in the field of HR and grow with the organization.

Academic Qualification:

COURSE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA (HR)	QIS College of Engineering & Technology , (JNTU Kakinada)	2014-2016	76%
B.sc	SSN degree college	2011-2014	71%
Intermediate	Narayana College (Board of Intermediate) (AP)	2009-2011	60%
SSC	Gurudatha concept School	2008-2009	74%

Work Experience:

- Currently I am working in Law In Order (LIO Discovery Services India Pvt Ltd) as a HR Executive from December 2017 to till date.

Roles & Responsibilities:

- Experience on End to End Recruitment cycle.
- Sourcing suitable profiles through Job Portals like Naukri, BambooHR, LinkedIn & Internal References for required Job Description.
- Making Cold calls & Emailing to the screened/short-listed resumes and Scheduling interviews on-time basis.

- Exposure of Handling Different Verticals like e-Discovery, LPO, MDR (Management Document Review), IT, Business Systems, Hosting, Consultant, eHearing Services, Admin, Sales & Finance recruitments.
- Issuing Offer Letters & raising on-Boarding Request to the IT support Team.
- Collecting system login credentials from IT Team & provide same to the new joinees.
- Raising access pass request to IT Support team & issuing appointment letters on the same day.
- Issuing new –joiner ID-cards, joiner kits on- time.
- Sending full employee details, PF, ESI, GHI checklist to their official email ID's.
- Taking care of BGV formalities.
- Entering employee data in GreytHR & BambooHR.
- Sending the probation confirmation checklist to the relevant managers, Issue the confirmation letter to the particular employee.
- Taking Care of Complete Staff data base, Co-ordination with Employees for PF, ESI, BGV, GHI details & sending to finance team.
- Doing exit formalities.
- Issuing the reliving letters and raising off-Boarding deactivation request to IT Support team & will do Employee separation in GreytHR & BambooHR.

Skills Set:

- Good Interpersonal skills
- Sourcing resumes from LinkedIn
- Team work

Personal Details:

Name : Dasari Venkata Preethi
 Date of Birth : 17-01-1994
 Father's Name : Mr. Dasari Venkata Ramanaiah
 Mother's Name : Mrs. Dasari Venkata Sarojini
 Nationality : Indian
 Marital status : Un-Married
 Present Address : Gachibowli, Hyderabad
 Languages Known : English and Telugu

Declaration:

I do hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:

Place:

D V Preethi

