



G Sony

Contact

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Address: 1-7-131/37/A HariNagar
Zamisthanpur,Hyderabad-2

Education

Azad Institute Of Management

MBA (Human Resources)

Osmaina University
2020 - 2022

Sarojini Naidu Vanita Maha Vidyalaya
Osmaina University
2016 - 2019

Skills

Human Resources

Microsoft Excel

HR Sourcing

Payroll

Benefit Administration

Employee Relations

Ability to grasp New
things very quickly

self motivated

Recruiting

Tally Prime

Language

- English
- Telugu
- Kannada
- Hindi

About Me

Seeking a dynamic HR role that allows me to contribute effectively to the organization's goals while developing new skills and building a rewarding career. Eager to apply my passion for supporting team success and creating a positive workplace environment.

Experience

Human Resources Executive

Mar 2023 to Present

M/s Biocare Medical System

Saleem Nagar, Musarambagh,Hyderabad-36

- Managing end-to-end recruitment processes, including screening, shortlisting, and coordinating interviews.
- Keeping records of leaves and attendances.
- Raising invoices & creating bills in quick books & Maintaining time sheets in excel sheets.
- Providing offer letters & Reliving letters etc.,
- Joining formalities & exit interviews, handled documentation, and facilitated smooth transitions for departing employees.
- Keeping office day to day expenses records.
- Managed accurate and timely salary preparation, including provident fund (PF) calculations and travel claim reimbursements, ensuring compliance with company policies and labor regulations.
- Interacting with candidates for timesheets follow ups via phone/email.
- Arranging all the necessary things for celebrating Work anniversaries, festivals etc.,
- Managed daily office expense records, ensuring an efficient workflow and timely task completion.

Personal Details

Date Of Birth : 1998-10-31

Highest Career Level : Executive

Gender : Female

Marital Status : Married

Hobbies : Spending free time with My family & My child ,Painting