**RAMESH RAJOJU**

**Contact:** +91 83285 09913 | **Email:** [ramesh.rajoju44@gmail.com](mailto:ramesh.rajoju44@gmail.com)

*Aspiring to seek career enriching assignments in*

**Human Resources | Recruitment | General Administration**

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* Diligent, and energetic professional with 4+ years of experience in HR policies & procedures, and administration with best practices in conformance to global standards
* Demonstrated capability in implementing coherent HR strategies whilst improving internal processes & procedures within a demanding environment, project deadlines, and budgets. Brilliant knowledge of all HR processes, covering the entire life cycle of an employee
* Significant experience working with senior management teams for policy development and implementation that reflects both corporate and system-wide directives
* Proficiency in general administration, counseling, relationship management, motivation and interacting with people, team building, event management, and recruitment
* A systematic, organized, hardworking individual with an analytical bent of mind; reliable as a fully contributing, responsible & accountable member of the team
* Excellent communication, interpersonal, organizational, time management, and problem-solving skills to drive decision making and continuous improvement

***Personal Skills:*** *Strategic Thinking | Influential | Hustle – Get Things Done | Analytical | Attention to Detail*

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| **Knowledge of:** |

* HR Policies & Procedures
* Recruitment Life Cycle
* General Administration
* Selection/Interviewing
* Documentation/MIS
* Statutory Compliance
* Liaison/Cross-Functional Coordination
* Attendance Management
* Leaves Management
* Complete Joining Formalities
* Employee Induction & Orientation
* Talent Sourcing

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|  | **CAREER REVIEW** |  |

**HR Executive** ⏵ EMPOVER I TECH PVT LTD, Hyderabad, India Since Jun 2019

**HR Executive**⏵ SARA INFO WAY ITES PVT LTD, Hyderabad, India Jul 2018 – Jun 2019

**HR Executive** ⏵ MICRO INTELLECTS SOLUTIONS PVT LTD, Hyderabad, India Jan 2016 – Jul 2018

**Key Deliverables**

* Shoulder the responsibility for entire recruitment process starting from giving job ads, maintaining resume data bank to screening candidates, salary negotiations, issuing offer letters, appointment letters and deployments
* Assume total responsibility entailing joining formalities, induction of new joinees on board, arranging work stations, etc.
* Tasked with coordinating, reviewing and monitoring the entire HR & Admin functions of the organization
* Identify talent utilizing social media platforms, job sites, cold calling, email campaigns, and online networking
* Utilize proficiency in handling attendance of staff on a daily basis, and updating the same in HRMS software for payroll processing
* Fully accountable for updating leave reports, leaves balance of staff & gratuity, controlling daily attendance of staff and updating details for processing payroll and maintaining personal files of employees; judiciously monitor Leave rules, Time office system and records
* Put in distinguished efforts in conducting exit interviews of staff leaving from the company, including Full & Final settlement, relieving letters, etc.
* Assist the HR Head/Director in planning effective promotions, transfers and pay rises
* Contribute notably in providing advice and guidance to the management on employee relations issues, conducting investigation on policy violations, etc.
* Maintain and update all documents & transactions related to HR and post provisions and salaries to accounts department; maintain employees’ personal files, documents, records as well as employee database
* Demonstrate outstanding expertise in preparation of reports, memorandum and statistics for the management
* Organize events on Festivals, Company Outings and Dinner

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|  | **EDUCATION** |  |

2015: **MBA in HR & Marketing,** St Mary’s Group of Institutions, JNTU, Hyderabad, India

2012: **B Sc,** New Science Degree College, Warangal, India

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|  | **EXTRAMURAL ACTIVITIES** |  |

* Actively took part in co-curricular activities at school and college levels

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|  | **TECHNICAL PROFICIENCY** |  |

MS Office

Internet, E-mail

HRMS

**Date of Birth:** 06th July 1989 **|** **Languages Known:** English, Hindi, Telugu

**Marital Status:** Single **| Nationality:** Indian **|** **Interests:** Reading, Music

**Permanent Address:** # 6-2-8/24, Jyothi Nagar, Jangaon, Warangal - 506167, Telangana, India