



Sai Sumanth Seelamanthula

HUMAN RESOURCE PROFESSIONAL



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Work Experience

Senior HR Executive

Feb 2018 – Present

HR GLOBAL SERVICES INDIA LLP

BANGALORE, INDIA

Handling end-to-end HR Activities from Recruitment, Onboarding, Attendance & Leave Management, Payroll Management, Statutory Compliance's, Medclaim Management, Exit Formalities, F&F Settlement of employees for various IT & Non-IT Clients

HR Trainee

Aug 2017 – Jan 2018

HR GLOBAL SERVICES INDIA LLP

BANGALORE, INDIA

Handled Recruitment for IT & Non IT Requirements, Onboarding & Exit Process, Attendance Reports, Exit Formalities, Full & Final Settlement of employees etc.



Professional Skills

- Recruitment (IT & Non-IT)
- Onboarding & Joining Formalities
- Induction & Orientations
- Attendance & Leave Management
- Payroll Management
- Statutory Compliance's
- HRIS / HRMS Management
- Off-Boarding & Exit Formalities
- Full & Final Settlement
- HR Shared Services (HRSS) / Helpdesk
- Mediclinic Settlements
- Advanced Excel & Mail Merge
- Employee Engagement Activities
- Performance Appraisals



Education

Masters of Business Administration (MBA)

PURSUING

ANDHRA UNIVERSITY, VISAKHAPATNAM

Bachelor of Commerce – (B.Com)

2014 – 2017

SRI SAI DEGREE COLLEGE, ADIKAVI NANNAYA UNIVERSITY, A.P



Certifications

Certified Human Resource Professional
IIHR BANGALORE

Certificate in HR Analytics & Dashboards
IIHR BANGALORE

Certificate in HR Business Partner
IIHR BANGALORE

e-Learning Certificate in SAP HCM
SAP ACADEMY

e-Learning Certificate in ORACLE HCM
SAP ACADEMY

e-Learning Certificate in WORKDAY
SAP ACADEMY

e-Learning Certificate in SUCCESSFACTORS
SAP ACADEMY



Personal Dossier

Father's Name : S. Koteswara Rao.
Date of Birth : 01-01-1997
Marital Status : Single
Languages Known : English, Hindi, Telugu
Current CTC : 4.45 Lakhs
Notice Period : 30 Days (Negotiable)



Professional Exposure

- “ Sourcing profiles with the least time by visiting job portals (Naukri, monster etc), candidate referrals, job posting & company database & screening the CVs, conducting preliminary interviewing and negotiations with identified candidates.
- “ Conducted virtual campus interviews in colleges for recruiting technical and non-technical employees, meeting the recruitment deadline by short listing the candidates, and negotiating on salary part with complete reference check tool.
- “ Collecting Feedback from Clients Panel Members, Finalizing the Positions with HOD's, Salary Negotiations and take approvals from the top-level management, Interview finalization and to keep a track on selected candidates with joining date and updating to the management.
- “ Responsible for conducting induction in the client locations for helping with the on-boarding and joining formalities like joining kits for new incumbent, validation of all the documents related to joining and their updation on HRMS.
- “ Conduct employee orientation and facilitate new comers joining formalities Maintain and regularly update master database (personal file, personal database, organogram) of each employee
- “ Briefing the new joiners about company policies and procedures, leave policies, ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents etc.)
- “ Verifying of documents, Updating the complete details of the new joiners, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data files
- “ Working with the outsourced payroll, process monthly payroll from data creation to bank uploading, acting as the single point of contact to clients and Business HR throughout the entire payroll process.
- “ Manage regular preparation of relevant MIS reports, including weekly, monthly and year-end reports (New Joinee, Left Employee, Stop Payments, One Time Payments, Deductions, Statutory Reports, etc.)
- “ Ensure accurate processing of the Monthly Payroll according to the schedule and salary cycle, Generating Pay slips and forwarding them to employees.
- “ Statutory compliance (EPF, ESI & PT) Monthly Annual Remittance, Online ECR Preparations & Upload, Issuing of UAN Number and e-Pehchan Card to employees, PF Transfer / Settlement etc.
- “ Managing Employee Database Administration in GreytHR HRIS packages for various clients, assigning Employee Self Service username & password for employees,
- “ Timely updation of Attendance & Leave Management in the HRIS System, verify & process record data of each employee for Gratuity, Medclaim, and Insurance details.
- “ Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc.
- “ Conducting exit interview process for resigned, quit/terminates employees, coordinating for clearance with department.
- “ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee
- “ Responsible to integrate, monitor and facilitate all HR services of various clients, communicating and ensuring compliance and consistency with all HR policies
- “ Coordinating with self, peer & superior for appraisals, forwarding the Performance Appraisal formats to Employees, Department, Collecting the Performance Appraisals feedback & and maintaining MIS Reports and issuing necessary letters.
- “ F&F Settlements of left employees, complete the same within 5 working days from the date of H/T over and clearance, preparation of experience & relieving letters, exit interviews etc.
- “ Prepare Medclaim Addition & Deletion Reports, Coordinating with TPA & Insurance Companies for the Medclaim Settlement of employees.
- “ End User in GreytHR HR Software and hands-on experience in VLOOKUP, Pivot Table and Mail Merge which are used prepare to MIS reports and HR Letters.



LANGUAGES

English

Professional

Telugu

Native



REFERENCES



Will be Provided upon Request