

## RESUME

**Dasari Venkata Preethi**

**Venkatapreethidasari@gmail.com**

**Mobile No: 7981868332**

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### **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 joiners.
- 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**

