

Venkata Satyanarayana Raju Vatshavayi

Kakinada, Andhra Pradesh

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HR EXECUTIVE

HR Executive with 1+ year of experience in end-to-end recruitment, onboarding, HR operations, payroll coordination, and HRMS management. Skilled in employee documentation, policy support, compliance assistance, and employee engagement activities.

PROFESSIONAL EXPERIENCE

HR Executive – Nyros Futureworks, Kakinada (Mar 2025 – Present)

- Managed full recruitment lifecycle including sourcing, screening, interviews, and onboarding
- Conducted employee induction and maintained HR documentation
- Updated HRMS, attendance, and leave records
- Coordinated payroll inputs and supported HR compliance activities
- Handled employee queries related to HR policies and benefits
- Organized employee engagement initiatives

CORE SKILLS

Recruitment & Hiring | Onboarding | HR Operations | Payroll Support | Attendance & Leave Management | HRMS | Employee Engagement | Compliance Support

TOOLS

MS Excel | HRMS | Microsoft Teams | Slack

EDUCATION

MBA – Amity University, Dubai

INTERNSHIPS

Marketing & Social Media – Student Factory, Dubai

Business Development – Compass Financial Solutions, Dubai

LANGUAGES

English | Telugu | Hindi