

# Venkata Satya Narayana Raju Vatshavayi

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## PROFESSIONAL SUMMARY

HR Executive with over 1 year of experience in end-to-end recruitment, onboarding, HR operations, payroll coordination, and HRMS management. Experienced in maintaining employee documentation, supporting HR policies, and assisting with compliance and employee engagement activities. Seeking to contribute to organizational growth by supporting efficient HR processes and fostering a positive and productive workplace environment.

## EDUCATION

*Master of Business Administration* ,

Nov 2022

- College : Amity University, Dubai.
- CGPA :7.40

## PROFESSIONAL EXPERIENCE

*HR Executive - Nyros Futureworks*  
Kakinada

March 2025 – Till Date

- Managed full recruitment lifecycle including sourcing, screening, interviews, and onboarding
- Conducted employee induction programs and maintained HR documentation and employee records.
- Updated and maintained HRMS, attendance, and leave management systems to ensure accurate employee data.
- Coordinated payroll inputs and supported HR compliance activities related to company policies and labor regulations.
- Organized employee engagement initiatives and internal activities to improve team collaboration and workplace culture.
- Handled social media coordination for company updates, announcements, and employer branding posts.
- Assisted in client coordination by scheduling meetings, maintaining communication, and supporting follow-ups with potential clients.
- Maintained recruitment trackers, candidate databases, and interview feedback records.
- Supported management with administrative tasks, reports, and HR-related documentation

## CORE SKILLS

End-to-End Recruitment, Candidate Sourcing & Screening, Interview Coordination, Employee Onboarding & Induction, HR Documentation & Record Management, SumoPayroll, Attendance & Leave Management, Payroll Coordination, HR Compliance Support, Employee Relations, Client Coordination, Social Media Handling, MS Office, Communication Skills, Organizational Skills, Time Management, Team Collaboration.

## INTERNSHIPS

Marketing and Social Media Internship - StudentsFactory, Dubai - June 2021 to September 2021

Business Development Intern - Compass Financial Solutions, Dubai - March 2022 to April 2022