

# RESUME

## **Malathi. Matte**

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## SUMMARY

Highly motivated HR Graduate with over 3years of experience in attracting and onboarding top talent and initial stages of HR Operations, I have gained great experience in Non IT/ IT Recruitment. Looking for the right company where I can improve my skills and grow along with the company.

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## WORK EXPERIENCE

### **WORKING AS HR and admin AT SPACE MICRO DEVICES, BALANAGAR, HYDERABAD**

(August 2022- CURRENT)

#### **1. HIRING AND RECRUITMENT PROCESS**

- Identifying the Hiring needs within the organizations. Maintain the database of vacant positions and work towards providing suitable manpower.
- Framing the recruitment plan, like advertising, screening criteria, interview process, interviewers.
- Preparing the JD.
- Advertising the job in INDEED, LINKEDIN, SOCIAL MEDIA etc.
- Mostly hiring for positions like Customer Support, Sales support, field sales, business development, marketing, logistics, accounts, stores In executive and managerial level and also engineering graduates from ECE&EEE as engineers.
- Reviewing the applications and shortlisting profiles.
- Conducting Initial screening through telephonic round and then the final interviews and selecting.
- Verification process like their employment history, criminal records, eligibility, checking social media accounts etc.
- Coordinating with the director and making the final call
- Preparing offer letters and sharing the offer
- Paperwork and Collection of documents from employees as per standard checklist.
- Maintain the files of all the positions mentioned above and update them after every new hire.

## **2. ONBOARDING AND INDUCTION**

- Setting up the welcome kit.
- Giving them office tour, welcome meeting with Team Lead.
- Conducting HR onboarding meeting
- Delegation of Work.

## **3. ATTENDANCE AND LEAVE MANAGEMENT**

- Track the attendance of all staff day wise provided in the excel format
- Track leaves data of employees and mention in leave balance accordingly.
- Provide the leave information to the director on daily basis to delegate the work.

## **4. SALARY PREPERATION**

- Provide payroll inputs such as attendance summary, leaves, holidays and other deductions employee wise.
- Prepare the final salary sheet and hand over to director for further salary process.

Along with all these having experience in the initial stages of other HR activities like exit process, performance management, Conducting employee engagement activities, implementing new HR policies.

## **WORKED AS ASSISTANT HR AT EAGLE VIEW SECURITY SYSTEMS, KUKATPALLY, HYDERABAD**

(MAY 2021-JUNE 2022)

- Involved in hiring, recruitment, onboarding, training processes.
- Mostly hired for Non-Tech positions like Customer Support, Sales support, Electrical technicians, Front office, Marketing in executive levels.
- Preparing offer letters and salary statements, generating pay slips
- Involved in other HR activities.
- Involved in other stores and admin activities.

## **MAIN PROJECT AT DIAMOND PAPER INDUSTRY, GUNTUR, A.P**

### **PROJECT ON PERFORMANCE APPRAISAL**

## **INTERNSHIP AT RENAULT NISSAN, RAJAHMUNDRY, A.P**

- In 6 Months internship, I have learned the HR Practices done at Renault
- I have done project also about employee work life balance at Renault.

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## **EDUCATION**

### **ADITYA GLOBAL BUSINESS SCHOOL, SURAMPALEM, RAJAHMUNDRY**

Integrated MBA- 8.56 GPA

**PRATHIBHA JUNIOR COLLEGE,  
RAJAHMUNDRY**  
Intermediate – 88%

**SRI CHAITANYA TECHNO SCHOOL,  
RAJAHMUNDRY**  
SSC – 9.3 GPA

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## **SKILLS**

**SAP HCM** certification, MS Office, Recruitment, HR policies and procedures, HR Operations, JD Creation, Database Management, Advertising/Marketing.

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## **LANGUAGES**

Telugu, Hindi, English

## **HOBBIES**

Cooking, Making crafts, Listening music, Browsing net

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## **DECLARATION**

I hereby declare that the above information is correct to the best of my knowledge and belief