

RajeshGorrenka

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SUMMARY

Experienced HR professional with expertise in talent acquisition, employee relations, and HR management. Skilled in fostering a positive workplace culture, resolving conflicts, and ensuring compliance with employment laws. Dedicated to driving organizational success through effective HR strategies and practices.

SKILLS

- MS Excel
- MS Word/MS Office
- Communication skills
- Research skills
- Programming languages [HTML, CSS, basic C, Java, Bootstrap.]

Experience

Human Resource-Executive (Payroll Management-Operations) [June 2024–June 2025]

Aaditri Housing Pvt Ltd.

Recruitment & Talent Acquisition:

- **Job Posting & Sourcing:** Prepare and post job advertisements on various platforms (job boards, social media, etc.). Identify suitable candidates using job portals.
- **Screening Resumes:** Review resumes and applications, conduct initial screening calls, and shortlist candidates based on job requirements.
- **Interview Coordination:** Schedule and coordinate interviews with hiring managers, conduct preliminary interviews (if necessary), and manage the feedback process.
- **Onboarding:** Facilitate the onboarding process for new employees, including paperwork, orientation, and introductions to company culture and policies.
- **Offer Letter & Negotiations:** Prepare and issue offer letters, negotiate terms of employment, and ensure all hiring documentation is completed accurately.

HR Operations:

- **Employee Data Management:** Maintain up-to-date employee records in HRIS (Human Resource Information System) including personal information, job history, performance records, and compensation details.
- **Employee Life Cycle Management:** Handle all administrative tasks related to the employee lifecycle (hire, transfer, promotion, termination, resignation, retirement, etc.).
- **HR Reporting & Analytics:** Provide regular HR reports to management, such as employee attendance, attrition rates, recruitment status, and other key metrics.
- **Employee Engagement:** Plan and coordinate initiatives to improve employee morale, engagement, and retention (e.g., events, feedback surveys, recognition programs).

Statutory Compliance:

- **Compliance with Labor Laws:** Ensure adherence to national and state labor laws, such as the Employee Provident Fund (EPF), Employee State Insurance (ESI), Gratuity, Bonus, etc.
- **Statutory Returns & Filings:** Ensure timely filing of statutory returns (e.g., EPF, ESI, Professional Tax, etc.), and ensure compliance with tax regulations.
- **Audits & Inspections:** Support internal and external audits related to HR and statutory compliance.

Payroll Processing:

- **Salary Calculation:** Calculate monthly salaries, including basic pay, allowances, bonuses, and deductions (tax, PF, ESI, etc.).
- **Payroll Software Management:** Use payroll software to process salaries, track attendance, and apply necessary deductions.
- **Salary Disbursement:** Ensure that salary payments are made on time and employees receive accurate payslips.

Employee Relations & Support:

- **Grievance Handling:** Address employee complaints and resolve conflicts in a timely manner. Work closely with managers to implement effective solutions.
- **Exit Interviews:** Manage the resignation process, conduct exit interviews, and analyze feedback to reduce attrition.

HR Documentation:

- **Documentation Management:** Ensure proper documentation of all HR processes such as hiring, promotions, terminations, payroll, statutory compliance records, etc.

Human Resource-Executive (operations) [October 2023–April 2024]

Muthoot Money Pvt Ltd.

- Experienced in HR operations and recruitment, with a focus on managing the recruitment and onboarding processes.
- Conducted induction and orientation sessions for candidates, assisting them in completing the application process.
- Organized training sessions for newly hired employees in collaboration with HR and respective department heads.
- Registered candidates in HRMS and registered fingerprints for device, global, and mobile punching.
- Updated ESIC and PF details in the UAN & ESIC portal for newly joined candidates, as well as in the master data.
- Activated payroll for new hires and updated candidates' bank information.
- Processing payroll every month.
- Generating MIS reports for newly hired employees.
- Prepared and sent ID cards to new employees.
- Addressed and resolved employee queries related to LOP, attendance, punching, relieving, joining, and leave.
- Managed and organized employee files, updated holiday lists, and regularly updated master data.
- Developed and implemented policies and procedures related to employee conduct and discipline, promoting positive employee relations by addressing and resolving issues and concerns.
- Compiled daily attendance reports and conducted exit interviews.
- Sent appointment, abscond, termination, and relieving letters to employees.
- Planned and executed events and functions with the HR department.

Senior Analyst.

TELEPERFORMANCE Pvt,ltd. *Apr2021–June2023.*

- Senioranalyst–serve as a lead analyst on multiple Projects ,providing direction and guidance to less experienced analysts.
- Offering pre-determined training for robots on client-based tools,Proficient in computer control tool utilization.
- Quality check–Perform quality assurance reviews of project deliverables to ensure accuracy and completeness.

Education

MBA-HR-70%

- Mother Teresa College of Management and ComputerApplications(Aug2021–Sep2023)
- Focus on course work in Human Resource Management.
- Project: I havecompleted a project at Maruti Suzuki, which focused on the subject of Compensation and Benefits.

B.SC-MECS–65%

- A.V Collage of art's science and commerce (*Mar2013–Oct2016*)
- Course working Computers Languages and Electronic.
- Developing a web page using Programming Languages.
- Writing code in Electronic Boards.

M.P.C–55%

LalBahadurJuniorCollege.(*Mar2011–Dec2013*)

HighSchool–75%

Z.PHighSchool,H.SDarga.(*Mar2001–Apr2010*)

Languages

English:

- ✓ Read
- ✓ Write
- ✓ Speak

Hindi:

- ✓ Read
- ✓ Write
- ✓ Speak

Telugu:

- ✓ Read
- ✓ Write
- ✓ Speak