

VISHNU NAREDLA

ASPIRING FOR HR (HUMAN RESOURCES) POSITION

KPHB Phase 1, Hyderabad, Telangana | vishnuvardhan1620@gmail.com | www.linkedin.com/in/naredla-sri-sai-vishnu-varadhan

SUMMARY

B.Tech 2024 graduate with strong interest in HR operations, recruitment, onboarding, and employee lifecycle management. Skilled in organizing data, coordinating tasks, and supporting HR processes using HRIS tools and MS Excel. A fast learner with excellent communication, documentation, and people-handling skills, ready to contribute to any HR role.

TECHNICAL SKILLS

Core HR: HR Operations, Recruitment & Selection, Onboarding, Employee Engagement, HR Administration, HRIS Management, Payroll Coordination, Exit Formalities

Talent Acquisition: End-to-End Recruitment, Job Posting, Resume Screening, Interview Coordination, Offer Management, Campus Hiring, ATS Management

Compliance & Policies: HR Documentation, Statutory Compliance, Attendance & Leave Management, Policy Implementation, Performance Management

Tools & Platforms: MS Excel, Knowledge HRMS, Knowledge in SAP HR, Naukri.com, LinkedIn Recruiter, Excel Reporting, Power BI

Soft Skills: Communication, People Management, Time Management, Problem Solving, Team Collaboration, Confidentiality

PROJECTS

Employee Attendance & Leave Management Dashboard October 2025

- Designed a basic Excel dashboard to track employee attendance, leave usage, and monthly trends using data validation and simple formulas.
- Created clear reports and charts that improved HR visibility and supported smooth attendance management.

COLLEGE ACTIVITIES

College Fest Coordination August 2023

- Coordinated college fest activities by managing planning, scheduling, and volunteer support. Played a key role in ensuring smooth event flow, participant engagement, and timely execution.

Poster & Creative Design December 2023

- Designed promotional posters and visual materials for campus events using creativity and attention to detail. Helped improve event visibility, communication, and overall student participation.

EDUCATION

Sri Chaitanaya Techno School

2017 - 2018

Board Of Secondary Education, Andhra Pradesh

- SSC

Bachelor of Technology

2020 - 2024

- Nadimpalli Satyanarayana Raju Institute Of Technology
- Electronics and Communication Engineering

ADDITIONAL INFORMATION

- **Languages:** English, Basic Hindi, Telugu.
- **Awards/Activities:** Participated in poster making on sensors(2023)