



Pratyusha Ankaraju

EXPERIENCE

January 2021 - June 2023

Assistant Manager - Human Resources Echoboom Management & Entrepreneurial Solutions Private Limited Client - (Google) |
Hyderabad, India

- Skilfully screened resumes and applications to identify top talent for candidate selection.
- Managed the entire recruitment process, from finding candidates to making job offers.
- Maintained accurate, confidential HR records, including personal employee data and contracts.
- Led safety initiatives, conducting assessments, implementing protocols, and reducing accidents.
- Designed and delivered training programs to enhance associate skills and productivity.
- Efficiently used CRM software for accurate employee record-keeping.
- Collaborated with management on HR inquiries and payroll concerns.
- Managed salary processing, streamlined leave and settlements, improved documentation, resolved conflicts, handled employee exits, analyzed feedback, and oversaw vendor relationships and procurement.

October 2020 - December 2020

HR Executive Aura Marketing | Hyderabad, India

- Organised recruitment activities including job postings, candidate sourcing, interviewing and selection.
- Created and maintained personnel records in accordance with legal requirements.
- Drafted offer letters for new hires in line with company policy and procedure.
- Conducted exit interviews for departing employees to identify areas of improvement within the organization.
- Analyzed data from surveys and other sources to identify trends in employee satisfaction levels.

December 2017 - December 2018

Human Resources Business Partner Elvolts Pvt Ltd Client - (LNT Metro Works) | Hyderabad, India

- Conducted annual employee performance reviews and provided feedback to improve job performance.
- Created staff teams based on employee strengths and made adjustments to promote overall productivity.
- Launched innovative incentive program to achieve low turnover rate in highly competitive market.

November 2016 - November 2017

Senior Technical Analyst Carmel Solutions Pvt Ltd - Client (Bell Canada) | Hyderabad, India

📍 Dubai, Dubai 500001
📞 971581894517
✉ pratz.arjun@gmail.com

SUMMARY

Experienced HR Assistant Manager with a strong 5-year leadership background, excelling in policy implementation, staff satisfaction, and goal achievement. Skilled in relationship-building, multitasking, and decision-making.

SKILLS

- Strategic & Operational HR Management
- HR Operations Management
- Employee Relations
- Recruitment and Talent Acquisition
- Training & Development
- Payroll Processing
- Compensation and Benefits
- Compliance and Regulations
- Attention to Details
- Customer Relationship Management
- Cross-Functional Coordination
- Team Management & Leadership
- Human Resource Management System

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/pratyusha-ankaraju-39238013a>

- Resolved record-breaking backlog of support tickets following major system malfunction.
- Received inbound phone calls from customers to provide first-level support and remotely troubleshoot issues with service, equipment or customer accounts.
- Delivered exemplary mentoring and training to project teams, which included task delegation and performance evaluation to determine project pace and goal achievement.
- Kept production in line with company guidelines, compliance requirements and quality standards.

April 2016 - October 2016

Technical Support Associate Tech Mahindra Information technology company Client (Verizon) | Hyderabad, India

- Participated in weekly team meetings to discuss current projects.
- Installed, configured, and troubleshoot hardware and software for end users.
- Conducted workflow analysis, space design or cost comparison analysis.
- Maintained audit trail and statistical records of problems and conditions reported by client.
- Developed systems to track and monitor compliance with regulatory requirements and internal policies.

October 2014 - March 2016

Client Relationship Officer Lakme Salon | Hyderabad, India

- Maintained accurate financial records of all salon transactions.
- Established and updated schedules to meet expected coverage demands and capitalize on individual employee expertise.
- Analysed and recorded personnel and operational data and wrote activity reports.
- Processed payroll information including salary, deductions, bonuses and vacation for employees.

EDUCATION AND TRAINING

Bachelor of Commerce
Osmania University

CERTIFICATIONS

Tableau Certified Professional

LANGUAGES

Telugu: First Language

English:

Proficient

C2

Hindi:

Advanced

C1