**RAJESH DEVARAPALLI**

**Email** : rajeshdevarapalli1992@gmail.com  **PH** : 9393733356

**CAREER OBJECTIVE :**

To associate myself with a progressive and innovative organization that gives scope to apply my knowledge, skills and help me achieve personal as well as organizational goals.

**Qualification:**

* Completed MBA ( HR ) VNR Engineering college, ponnur,Guntur,Andhra Pradesh in 2020.

**Experience:**

* The Chennai Silks Textiles **HR** Assistant 1year experience.

**Work & Responsibilites** :

* Handling employee performance .and employees management.
* Employee relationship​ & employee date menagement and & approval Letters.​
* Daily employee attendance checking & inteview conducting.
* Joining formalities and employee relieving records and joining maintenance records maintenance.
* Maintenance the employee awareness.At the same time employee performance & Reviews.
* Any employee problems solving. Vendors​ management and implementestions.
* Maintenace the company documents and explian the company formalities and responsibilities in form the all new employees.
* Monthly and clearly monthly attendance preparation checking mad and inform the HR department all employees progress.
* HR related work and organisations related work end to end backend activities.

**Technical Skills**:

* Microsoft Office (Excel,word,Power point,outlook)
* Social Media Handiling.
* Appilicant Tracking Systems.
* Human Resources Information Software (HRIS).
* Employee Relations and Organization Skills.

**Strengths :**

* Friendly nature, Punctual.
* Team Working, target achievements.
* Leadership,social responsible.
* Presentation skills and public speaking.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: Hyderabad**  **( RAJESH DEVARAPALLI )**