

Soumya Kalaga

Personal Information



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Objective

- ♦ Dedicated team member with extensive experience in all HR Functions. Key strengths in working in a new environment and helping the team achieve its goals. Controlled both external and internal communication content, achieved targets in crisis.

Work experience

Nov 2019 – Feb 2023
Visakhapatnam,
India

HR Executive

Anil Neerukonda Educational Society

- ❖ Handling Recruitment from sourcing profile to selection of the candidate. Identifying, analyzing needs and filling positions with effective workforce using search engines like Naukari, shine and also through referrals.
- ❖ Responsible for onboarding activities of the new hires with smooth transition which includes preparation, orientation, welcoming & supporting new hires.
- ❖ Maintaining employee's personal files and records. Responsible for organizing, safeguarding these files, ensuring compliance with legal regulations and data protection.
- ❖ Played vital role in ensuring attendance management, ensuring accurate payroll processing. Tracking work hours, handling leave requests and addressing attendance related issues to contribute to a smooth workforce.
- ❖ Handled staff requests like Transfers & Salary advances.
- ❖ Part of Training Sessions where creating the training calendars, approached training leads to provide better quality and updated information related to core. Organized engagement activities for staff for positive and motivated work life balance.
- ❖ Generation of Offer letters, Appointment letters, Experience Letters, Relieving Letters of employees.
- ❖ Involved in UAN generation and updating exiting PF details of the new employees. Also, withdrawals & PF transfers. Maintaining Statutory Compliances as PF, ESI.
- ❖ Appreciated for my efforts & consistent hard work in Covid emergency time.
- ❖ Part of NABH (National accreditation Board for Hospitals & Health care providers) inspections and played crucial role in ensuring skilled, motivated and patient focused workforce. Ensured the staff receive ongoing training to improve quality and maintained the documentation detailed and updated.
- ❖ Part of performance appraisal and gathered manual information from leads and HODs of the department ensuring transparency.

Mar 2016 – Jul 2017
Visakhapatnam,
India

HR business Coordinator

Tech Mahindra

- ❖ Handling Transfers & Relocation both onsite and offshore of the employees. And issuing Transfer certificate and allowances to both onsite & offshore employees.
- ❖ Part of Query Management where we have addressed the issues of the employee from Employee Shared Services Platform.
- ❖ Working on HR Peoplesoft software to align HR strategies with business objective.
- ❖ Providing information through email communications, BMS (Business Management System) tool.
- ❖ Handling LMS (Leave Management System) where updating leave card, tracking the loss of pay, verifying Timesheets and clarifying the queries of the employees.
- ❖ Ensuring compliance with company leave policies and labor laws by managing leave accrual periods, leave types and other relevant details.
- ❖ Integrating with payroll systems to ensure accurate payroll calculations and preventing errors.
- ❖ **AWARDS:** Pat On Back & Bravo for consecutive quarters of the year.

Education

Oct/2012 –
May/2014

HR | Master of Business Administration with Aggregate of 81%
Andhra University, Visakhapatnam

Jun/2009 –
Apr/2012

BSC Computers | Degree with Aggregate of 73%
Visakha Government Degree College for Women's

Jun/2007 -
Apr/2009

MPC | Intermediate with Aggregate of 89%
Sri chaitanya Junior College

Apr/2006 -
May/2007

SSC with Aggregate of 76%
Kendriya Vidhyalaya - Waltair

Languages

English (Full Proficiency)

Hindi (Full Proficiency)

Telugu (Full Proficiency)

Skills

- ❖ Good Communication Skills
- ❖ Enthusiastic , Sincere And Self Disciplined
- ❖ Ability to work in and lead a team
- ❖ Positive Thinking & Never Give up Attitude

Soft Skills / Tools

- ❖ MS Office
- ❖ Internet Access
- ❖ Google Suit
- ❖ HRIMS
- ❖ HR Peoplesoft

Interests

- ❖ Reading Books
- ❖ Listening to Music & Playing Shuttle
- ❖ Editing Videos