**Sowjanya Reddy Yakkanti**

309-749-5125

sowjanyayakkanti15@gmail.com

Canton, Michigan

**Summary**

* Dedicated, Enthusiastic personnel with experience in performing the entire activities of administration and HR is seeking to leverage transferable skills by applying an enduring perspective and undeterred motivation towards a positive and productive work environment
* Geared towards learning the entire gamut of HR practices,poised to contribute to talent management & employee relations, strategies with a keen interest by developing innovative solutions for workforce planning

**Work Experience**

**HR Assistant**

**Logging-in, Michigan**

* Coordinated onboarding and induction activities for new hires
* Managed pre-interview process of the organization to ensure that talent acquisition resource is sourced and hired to best suit to the current requirement
* Provide support to Human Resources team by composing and post ads on job boards
* Schedule interviews and assist with candidate pre-screening activities
* Supported Administrative and HR handling activities in terms of policies and regulations as per case by case orientation towards employees
* Updated job postings with a detailed representation of roles and responsibilities, requirements and qualifications
* Provided administrative and office coordination support to executives and teams including Human Resources, Operations and General Management
* Utilized Google Suite for scheduling, communication, documentation and creating presentation (Google Sheets,Slides,Docs,Forms)
* Support daily activities such as appointment and meeting scheduling, communication to internal customers & staff, process e-mail requests, phone messages and other
* necessary correspondence as directed
* Manage & maintain electronic databases to track jobs and produce reports for prompt delivery of information to clients and internal teams as well reporting as designated by management
* Respond to and manage requests for missing I9 forms,process forms and manage paperwork, upload documents to the employee personnel file
* Data management and entry with the ability to maintain paper & digital filing systems through accurate record keeping
* Scheduling service calls with vendors, correspond with clients, staff members, stakeholders via phone and email

**Administrative Assistant**

**People Tech Group, Hyderabad**

* Prepare documents, correspondence and reports to support teams; scan/upload documents and conduct administrative operations
* Assist in organizing, scheduling appointments,meetings and calendar events
* Collect, separate and distribute all incoming or out-going mail and courier items
* Accurately created various documents,spreadsheets utilizing Microsoft Office Suite and Internet to perform daily office tasks
* File & provide general administrative support
* Developed a virtual training program to ensure employees have clarity on the policies and procedures of the organization
* Answer phone calls to direct callers to appropriate personnel and set appointments by conducting proper email and phone etiquette
* Oversee maintenance of office equipment (maintain adequate inventory of all office supplies,order and restock as needed)
* Ability to communicate to people of all levels of management as well with vendors,clients and applicants
* Perform data entry,tracking of jobs, documentation, printing and filing tasks

**HR Operations Assistant**

**Sampoorna Computer People, Hyderabad**

* Perform and respond to day-to-day office operations, facilitate effective communication and coordination across various departments
* Ability to check for pre-employment screening and compliance as required
* Assist in organizing company events and meetings
* Record meeting minutes, plan meeting agendas and arrange meeting materials
* Provide direct support to Executive Leadership and Office Staff
* Oversee and participate in any office related projects directed by Executive Leadership
* Respond to general HR policy and practice questions from employees, managers, supervisors via phone, emails
* Act as a liaison between employees, clients and external sources
* Answer and direct phone calls, emails, correspondence and employee grievances
* Assist in ensuring staff training via data updates and notifications
* Manage and coordinate office activities and operations to secure efficiency and compliance with company policies

**Skills**

Proficient in Microsoft Office Suite, Google Suite, Outlook, Drop Box

Experience with Microsoft Teams

Critical thinking & problem solving skills

Demonstrate good organization, time-management and prioritization skills

Interpersonal and communication skills

Strong clerical skills including order entry, file maintenance, documenting, proofreading

Attention to detail

Problem Solving & Supervision

Emotional Intelligence

Adaptability

Team work

Research Data & Data Analysis

Conflict Resolution

**Education**

Masters in Business Administration - Human Resources

Specialization in Organizational Behavior and Employee Relations

Bachelors in Business Administration