

Shravan Dasari

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Hyderabad



Summary

Results-driven HR specialist with over 6.4 years of experience excelling in HRMS implementation, attendance and leave management, onboarding, offboarding, performance management, and payroll coordination. Skilled in collecting/identifying HRMS requirements, coordinating with the implementation team for integration of requirements, functional implementation, UAT testing, and working on HRMS applications like Sentrifugo and Zoho People. Demonstrated proficiency in crafting and implementing HR strategies, shaping workplace policies, enhancing employee engagement, and ensuring regulatory compliance. Adept at effectively bridging the gap between management and staff, resolving conflicts, and nurturing a positive organizational culture. Eager to leverage expertise in a HRMS Consultant or Human Resources Operations role to spearhead HR operations and contribute substantially to organizational success.

Work Experience

EPSoft | Hyderabad

Assistant Manager - Human Resources | July 2018 – September 2023

Recruitment and Talent Acquisition:

- Collaborated with recruitment teams to proactively source potential candidates from various training institutes, contributing to a robust talent pipeline.

Employee Onboarding and Management:

- Facilitated the creation of a comprehensive range of HR documents, including offer letters, appointment letters, confirmation letters, designation change letters, promotion letters, increment letters, relieving letters, and experience letters.
- Managed the end-to-end candidate experience, from issuing offer letters to diligent follow-up until successful onboarding.
- Oversaw onboarding procedures, orchestrating new hire orientation programs and seamlessly integrating candidates into their respective teams and under the guidance of their managers.
- Meticulously managed attendance and leave processes, utilizing sophisticated tools like Essl, email communication, and HRMS applications to monitor and record employee attendance, implement leave policies, and calculate loss of pay for excessive leave instances.

Human Resources Management System Implementation and Management:

- Collected/identified HRMS requirements, coordinated with the implementation team for integration of requirements, and conducted UAT testing for Sentrifugo and Zoho People HRMS applications.
- Spearheaded the preparation and execution of HRMS integrations, focusing on modules such as Onboarding, Offboarding, Database, Performance Management, Attendance Management, Leave Management, Files, Learning and Development and Time Tracker.
- Successfully implemented Zoho People HRMS with comprehensive modules, taking charge of application operations and workflow optimization.

Performance Management and Appraisals:

- Coordinated with managers and department heads to gather employee skillsets and Key Result Areas (KRAs), then implemented them within Zoho People, streamlining the appraisal process.
- Conducted scorecard collection and presentation to management for appraisal purposes prior to HRMS implementation.

Payroll Administration:

- Managed the end-to-end payroll process by preparing pay sheets and payroll inputs, forwarding them to Finance and external payroll consultants, and actively resolving employee payroll inquiries.

Employee Engagement and Culture:

- Orchestrated employee engagement activities and conducted one-on-one sessions and surveys to foster a positive work culture.
- Organized company anniversaries and celebrations to enhance team cohesion and morale.
- Distributed HR communications to keep employees informed and engaged.

Employee Benefits and Insurance:

- Administered employee insurance processes, liaising with various insurance vendors to implement group policies and personal accident coverage.
- Assisted employees with insurance claims, particularly for treatments outside network hospitals, and resolved related queries.

HR Policy and Compliance:

- Developed and documented HR policies, created organization charts, and compiled an employee handbook, ensuring clarity in procedures and guidelines.

Employee Offboarding

- Conducted offboarding formalities and exit interviews, contributing to a smooth transition for departing employees.

SK Traders | Hyderabad

HR and Admin | June 2017 – June 2018

- Managed joining and onboarding formalities for new employees.
- Maintained employees' personal files and records.
- Established an efficient organizational structure.
- Communicated company policies and procedures to employees.
- Compiled customer feedback and proposed service delivery improvements to management.
- Coordinated a team of 5 members for the (ANI Technologies Private Limited) project, ensuring timely product delivery and service.
- Executed various administrative tasks, including paperwork filing, invoice preparation, and mail delivery.
- Collaborated with the Manager to resolve issues related to (ANI Technologies), streamline operations, and provide exceptional customer service.
- Interacted with (ANI Technologies) customers to understand their requirements and deliver outstanding service.

Skills

- HRMS/HRIS
- Requirement Gathering
- HRMS/HRIS Implementation
- Functional Integration
- User Acceptance Testing (UAT)
- Module Management
- Onboarding and Offboarding
- Attendance and Leave Management
- Performance Management
- Employee Relations
- Payroll
- HR Policies and Compliance
- Recruitment and Hiring
- Cross-functional Collaboration
- Workflow Optimization
- Conflict Resolution
- Employee Engagement Strategies
- Regulatory Compliance

Awards

- **2019**
Founders Award | EPSOft
- **2022**
Team Player Award | EPSOft
- **2023**
Half Decade Award | EPSOft

Education

- **Kakatiya University**
Bachelor of Business Management | 2016