

Madhava Konjeti  
HR Executive

Bengaluru, Karnataka - Email me on Indeed: [indeed.com/r/Madhava-Konjeti/964a277f6ace570c](https://www.indeed.com/r/Madhava-Konjeti/964a277f6ace570c)

To contribute to the team success by working in a positive environment with learning orientation and a motive to grow professionally and personally.

Willing to relocate to: andhra pradesh - karnataka - south India

#### WORK EXPERIENCE

HR Trainee Associate

Founding Years Learning Solutions - Bangalore Urban, Karnataka -

August 2017 to Present

Responsibilities :

- 1.On boarding process
- 2.Organising and coordinating with centres in pan India for new joiners joining formalities
- 3.Updating data base with all new joiners information for payroll process
- 4.Interacting with banks in order to open accounts for new joiners
- 5.Actively taking part in other tasks of joining formalities

HR Executive in Infosys

Recruitment -

September 2016 to April 2017

- Working with in the team to achieve overall team target
- Screening the resumes
- Interacting with candidates and assessing their skillsets
- Organising interviews
- Follow up

Personal Strength

- Good inter personal skills
- Confidence
- Self-motivated
- Creative
- Presentation skills

HR Intern

Central Mall - Bangalore, Karnataka -

September 2016 to September 2016

1month 10days

<https://www.indeed.com/r/Madhava-Konjeti/964a277f6ace570c?isid=rex-download&iqw=download-top&co=IN>  
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Bellandur (BBM Project)

2. Aegis, ITPL, HR Intern 2months 4days

Bangalore (MBA project)

3. Infosys HR Executive September2016 -April

#### EDUCATION

MBA

Visvesvaraya Technological University

2014 to 2016

BBM in education

New Horizon College, (Bangalore University) - Bangalore, Karnataka

2010 to 2013

S.S.C

Vijnana Vihara School

August 2007

SKILLS

excel, powerpoint, vlookup, formula, filters, paint, recruitment, (1 year)

ADDITIONAL INFORMATION

Looking to joining in profiles relating to payroll or recruitment or operations in HR domain