

D. Mounika

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Professional Summary

To secure a challenging and professionally satisfying career with a potential for professional development in highly competitive environment, looking for an opportunity where I can achieve my objective with my Smart work.

Skills

- Self-motivated
 - Strong verbal communication
 - Smart working
 - Positive attitude
 - Conflict resolution
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Education:

PGDM: HUMAN RESOURCE MANAGEMENT AND MARKETING
Integral Institute Of Advanced Management - Visakhapatnam, AP, India.
Scored an **aggregate** of **73%**.

Graduation:

M.V.R Degree College - Visakhapatnam, AP, India
BSc. COMPUTERS with specialization in **STATISTICS**
Scored an **aggregate** of **72%**.

Intermediate:

Sri Surya college - Visakhapatnam, A.P, India
Scored total of **82.5%**

SSC:

Sri Suryathej Public School - Visakhapatnam, A.P, India
Scored total of **83%**

Projects:

Project done on **Training & Development** at **Vizag steel plant(RINL)**

Experience -

DINESH MEDICAL CENTRE: HR Coordinator (July 2022- March 2024)

My key skills-

- Worked as HR Coordinator also an PRO (Patient Reported Outcomes) where to put the complete working management in well sounded progress.
- Checking Case-sheets, patient related files and records on time to time.
- Managing the nursing staff duties, roles and responsibilities, where to put them in every norm of the hospital.
- Gathering the performance levels of each staff to promote them with incentives.
- Handling both patient and staff side grievances.
- Generating day to day MIS (Management Information System) reports for hospital business function.

FIRST CHOICE - HR Executive (July 2019- August 2021)

My key skills-

- Conducting recruiting process at the unit level.
- Auditing: Develop the audit questionnaire and benchmark the findings.
- Facilitating new Comer's joining formalities.
- Handling monthly attendance and yearly forms for employees.
- Following up on conformation records statutory obligations such as PF, ESIC,taxes, gratuity bonus.
- Handling all employee enquiries and grievances.
- Handling administration activities like transportation, security and canteen.
- Support the team in conducting meeting and training at plant level.

* Being an representative of First choice company in front line to maintain transparency also to build an strong relationship between company and clients.

Narayana Public School: Teaching (2018 may-2019 March)
Delivered engaging lessons in Social Studies to diverse classrooms.
Coordinated extracurricular activities, promoting student engagement beyond the classroom.

Personal Details:

Languages known : English, Hindi, Telugu

Date of Birth: 18.02.1996

Father Name: D. Ganesh Babu

Present Address: Bakarapuram, Pulivendula, kadapa, Andhra Pradesh-516390