

JHANSI SARVANI VELPURI

Administration & Human Resource Executive

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in [Jhansi sarvani velpuri](#)

PROFILE

HR & Operations Executive with hands-on experience in recruitment coordination, onboarding support, and HR documentation. Skilled in maintaining employee records and working with ATS/HRIS tools including Salesforce and Workday. Strong administrative and coordination skills with a detail-oriented approach to HR operations. Currently pursuing an MBA in Human Resource & Finance and seeking an entry-level HR role to grow in people operations.

WORK EXPERIENCE

METDOX

Oct 2025 - Dec 2025

Human Resource Exective (Intern)

Bijnor, Uttar Pradesh (Remote)

- Supported end-to-end recruitment activities, including resume screening, initial candidate interviews, and interview scheduling.
- Assisted with employee onboarding by preparing new-hire documentation and coordinating orientation and induction sessions.
- Maintained and updated employee records in HR databases, ensuring accuracy and compliance with HR policies.
- Supported HR administration tasks such as HR reporting, job description updates, and HR policy documentation.
- Responded to employee queries related to HR policies, procedures, and benefits in coordination with the HR team.
- Assisted in employee engagement, training, and wellness initiatives to support workplace morale and retention.

ALPHABETZ INTERNATIONAL PRESCHOOL

May 2025 - April 2026

Administrative & HR Coordinator

Guntur, Andhra Pradesh

- Managed day-to-day administrative and operational activities, ensuring smooth functioning of school operations.
- Coordinated staff scheduling, attendance, and resource allocation, supporting teachers and support staff.
- Handled parent communication, admissions coordination, and PTM scheduling, ensuring timely information flow.
- Maintained documentation, billing, petty cash, and administrative records with accuracy and compliance.
- Supported onboarding and coordination of staff, assisting with orientation and internal communication.
- Coordinated planning and execution of academic events and school activities in collaboration with faculty.
- Supported basic HR and operational reporting, record-keeping, and internal process coordination.

PRATHAM AURORA CENTER FOR EDUCATION

Oct 2024 - April 2025

Executive Manager Administration

Guntur, Andhra Pradesh

- Operated Salesforce CRM for data entry, user setup, reporting, and workflow tasks.
- Managed data dashboards and permissions in Salesforce to ensure accurate reporting.
- Gained working knowledge of Smart Office & Workday HRIS, focusing on employee records and workflows.
- Part of a Joint Venture with ITC's Mission Sunehra Kal to support Skill Development Initiatives.
- Operated Salesforce for data entry, performance tracking, and workflow optimization.
- Maintained and analyzed data in MIS generated reports to support data- driven decisions.
- Managed inventory records, conducted audits, and ensured compliance with organizational standards.
- Delivered soft skills and non-technical training, including basic computer literacy sessions.
- Facilitated student enrollment and maintained biometric attendance for accurate tracking.
- Utilized Power BI to develop dashboards and visual reports for insightful data analysis.
- Handled accounting and billing processes with precision, maintaining digital and hardcopy records.

SKILLS

CRM & Data Management

- Salesforce CRM Operations & Workday Knowledge
- Data Entry & Workflow Optimization
- User Access & Permissions Handling
- MIS Reporting & Dashboard Generation
- Power BI Dashboarding HRIS (Basic Functional

FINANCE & OPERATIONS

- Billing & Petty Cash Handling
- Inventory Management & Audits
- Process Improvement & Task Coordination

Human Resource & Administration

- Employee Coordination & Onboarding Support
- Attendance&Record Management
- Documentation & Compliance
- Resource Planning & Procurement

Training & Communication

- Soft Skills Training
- Digital Literacy Instruction
- Stakeholder&Parent Communication
- Social Media Handling & Content Posting

CERTIFICATIONS & LICENSES

- Generative AI Mastermind By OUTSKILL
- Amateur Wireless Station license No - 274XX4 From ministry of communications and information technology government of india, CALL SIGN : VU2OYL

EDUCATION

- **MBA** In HUMAN RESOURCE & FINANCE ANDHRA UNIVERSITY 2025 - Present
- **B.Com** in Computers Applications ACHARYA NAGARJUNA UNIVERSITY 2021 - 2023
- **Diploma** In Diploma in Elementary Education DIET DISTRICT INSTITUE OF EDUCATION & TRAINING 2020 - 2022

LANGUAGES

- English, Hindi, Telugu & Tamil