

**Dear All,**

We are hiring for the position of **Human Resource Executive** at a reputed firm located in **Madhapur, Hyderabad**. This opportunity is ideal for HR professionals with at least 1 year of hands-on experience in recruitment, documentation, and employee engagement.

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**Role:** Human Resource Executive

**Department:** Human Resource

**Vacancy:** 3 Positions

**Job Location:** Madhapur, Hyderabad

**CTC:** ₹22,000 – ₹28,000 per month (based on experience)

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**Eligibility:**

- Minimum 1 year of experience in HR operations
  - Strong knowledge of recruitment and onboarding processes
  - Familiarity with HR documentation, compliance, and payroll basics
  - Excellent communication and interpersonal skills
  - Ability to support employee engagement and retention strategies
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**Job Description:** We are looking for a proactive and organized Human Resource Executive to manage recruitment, onboarding, HR documentation, and employee relations. The role also involves assisting with payroll, benefits administration, and ensuring compliance with internal policies.

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**Responsibilities:**

- Manage end-to-end recruitment and onboarding
- Address employee queries and maintain positive relations
- Maintain accurate HR documentation and ensure policy compliance
- Assist in processing payroll, benefits, and appraisals
- Contribute to employee engagement, retention programs, and team activities