

Mounika Paruchuri

SUMMARY

Principal Consultant in Talent Acquisition with expertise in financial services, internal audit, and risk management. Skilled in executing recruitment strategies, managing candidate pipelines, and collaborating with hiring managers to drive successful outcomes. Experienced in sourcing, interviewing, and creating reports, Seeking to leverage talent management experience to enhance organizational success.

EXPERIENCE

Human Resource Executive - Talent acquisition , 01/2022 - Current
Wipro LTD - Hyderabad, India

- Domain Expertise: Knowledge and experience in Financial Services, Compliance Audit, , Performance Audit, M&C Due Diligence and Audit, Embark portal(BGV), I verify, ICIMS SAP Module, SAP (RCM, Success factor etc..)
- Recruitment Experience: Demonstrated expertise in recruitment processes, including sourcing candidates, conducting interviews & coordination, coordinating walk-in, virtual & campus drive
- Talent Acquisition: Successfully executed comprehensive talent acquisition strategies, ensuring alignment with organizational goals and timelines.
- Managed and executed domestic recruitment efforts, successfully sourcing and hiring top talent across various industries, including financial services, health care domain, Man power groups etc.
- Managed interview drives on weekends (60 - 70) candidates, over MS team, walk-in & campus.
- Monitor, strategize and take decisions on talent acquisition metrics such as source of hire, selection ratio, conversion ratio on monthly basis and took measures to optimize the talent acquisition process.
- Candidate Management: Proficient in managing candidate pipelines, assessing candidate qualifications, and delivering exceptional candidate experiences throughout the recruitment lifecycle.
- Collaboration and Coordination: Collaborated closely with hiring managers and stakeholders to understand hiring needs and requirements, ensuring timely and effective recruitment outcomes.
- Coordinated offer process : Preparing Offer approval email, Offer agreement, shared documentation email to candidates, answering questions candidates had before accepting offers, Conducted proactive follow-ups with candidates post-offer to ensure a smooth transition from acceptance to joining. Coordinating for onboarding details to candidates, maintaining engagement during the pre- employment phase



CONTACT

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SKILLS

- Candidate pipeline management
- Candidate tracking
- Applicant Tracking Systems Recruitment
- File and records management
- Candidate Sourcing
- Organization and Time Management
- Talent management
- BFSI, Health care & IT Recruitment & Sourcing
- Walk IN , Virtual & Campus Recruitment Drives Planning & Coordination
- Referral program development
- Decision-Making aptitude

- **Excel Report Preparation:** Experienced in creating comprehensive and insightful reports on weekly basis using Microsoft Excel, leveraging advanced functions such as VLOOKUP, PivotTables, and conditional formatting to analyze data and present findings effectively
- **Vendor Management:** Established and maintained strong partnerships with recruitment agencies, job boards, and other vendors to ensure timely and quality candidate sourcing.
- **RPO Management:** The company's which is empaneled with Wipro, using them to close the critical requirement to close the business ask.
- **Used Naukri & LinkedIn** and employee referral Recruiter to target profiles for specialist roles to meet business needs.
- **Collaborated** with a team of eight to deliver a presentation on the Employee Value Proposition.

Assistant Lecturer, 06/2016 - 02/2019

SVKP Polytechnic college - Cumbum, India

- Providing teaching classes for electronics and communication Engineering students.
- I have used to taught Electronics and Business administration subjects.
- Conducting the exams to test the knowledge of students.
- Overall subject transfer will work on the Lecturer profession.
- Its really helps us to improve our knowledge and being the passion.
- Being a engineering graduate it really helps me to improve my knowledge and enhancement in the Subject.

ADDITIONAL INFORMATION

Key skills Technical Exposure :

- **Advanced skills in Microsoft Office Suite:** Expertise in MS Word for document creation and formatting, MS PowerPoint for presentations, and MS Excel for data analysis, including formulas, functions, and pivot tables.
- **Familiarity with MS Outlook:** Competent in managing emails, calendars, and tasks efficiently within the MS Outlook environment.
- **Collaborative tools:** Skilled in using MS Teams & Skype Web for communication, collaboration, and virtual meetings.
- **HR Systems proficiency:** Hands-on experience with SAP SuccessFactors for talent management and HR operations.

PERSONAL INFORMATION

Title: Human Resource Professional

DISCLAIMER

I here by declare that the information furnished above is correct to the best of my knowledge.

EDUCATION

MBA, Human Resources Management

Vasavi PG College - Cumbum.

Bachelor of Technology, Electronics and communication engineering

Krishna Chaitanya Institute technological and sciences - Markapur.