

MANJUSHA MOTEPALLI

OBJECTIVE HR Professional with **4 years** of work experience in the areas like Core Recruiting, General staffing, IT recruitment, Non- IT Recruitment, Employee engagement, Performance Management, HR Operations, Grievance, Client Handling, KYC Verification, Induction & Orientation. Seeking a position in HR department of an established company.

**Core
Competencies**

- Recruitment & Talent Acquisition
- Client Handling
- Salary Structuring
- Employee Grievance
- Employee Relations & Engagement
- HR Operations & Compliance
- HR Policy Development
- Joining and exit formalities
- Induction & Orientation
- Background Verification
- MS Office and reporting

**WORK
EXPERIENCE**

Synchroserve Global Solutions:
Designation: Sr. HR Executive
Duration : October 2024 to till date

- Efficiently oversaw the onboarding process for new hires, encompassing documentation, induction, and cross-departmental coordination.
- Maintained employee data, ensuring data accuracy and accessibility for HR operations.
- Coordinated and facilitated process training, induction and orientation for new employees, ensuring a smooth transition into their roles.
- Prepared salary structures manually in excel and issued appointment letters for new joiners.
- Prepared yearly calendar and coordinated in designing new policies
- Conduct background verification (BGV) for new employees to ensure compliance.
- Sourced CVs from various channels and scheduled interviews for shortlisted candidates, ensuring a robust talent pipeline.
- Negotiated salary packages and mandates, ensuring a win-win situation for both clients and candidates.
- Partnered with hiring managers to determine staffing needs and conducted in-person and phone interviews with candidates.
- Maintained comprehensive reports of the complete recruitment cycle, ensuring data accuracy and accessibility.

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- Supervising programs aimed at employee growth, skill development, and retention strategies for long-term organizational success.
 - Formulated talent acquisition strategies and collaborated with line managers at all levels to secure the best fit for their open position.

American Cyber Systems Pvt. Ltd:

Designation: Recruitment Associate

Duration: July 2016 -September 2017

RESPONSIBILITIES:

- Managed all aspects of core HR operations including recruitment, onboarding, and performance tracking.
- Worked closely with the HR team to maintain employee data and ensure timely HR-related documentation, including offer letters and background checks.
- Taking care of end-to-end IT recruitment and Team Leading.
- Sourcing of the resumes and short-listing consultants for the requirements, Initial interview.
- Coordinate with our Panel for interviews, feedbacks and update the consultants on the same. Salary negotiations.
- Finding suitable profiles for the requirement using various sources such as Internal Database, Job Posting, Portal search, Networking, Referrals, and Mass Mailing.
- Continuous follow-up and Review of the timesheets of the employees.
- Skills worked on dotnet, Java, Oracle, MS Dynamics, SAP (SD, ABAP, FICO, PP, HRM), Testing tools (Manual and Automation) UI technologies, Web Designing, Hadoop, Python etc.,

IKYA HUMAN CAPITAL PVT. LTD (QUESS CORP):

Designation: HR Recruiter

Duration: August 2014 – July 2016

RESPONSIBILITIES:

Talent Acquisition:

- Sourcing, Screening, Short listing profiles and organizes telephonic interviews, personal round of interviews, conducting written tests, preparing score cards, background and reference checks, Discussions & Negotiation of salary, Team Leading and finalize on the compensation.
- Coordinating with clients regarding their requirements and also feedback about the candidates sent.
- Used various sourcing techniques like job portals, paper advertisements, internal references, head hunting, recruitment consultants and social networking web sites.
- Involved in end-to-end recruitment/ recruitment life cycle.
- Selecting The Right Candidate, verifying the collected documents, issuing the offer letters, on boarding and completing The Joining Formalities.

Induction & Orientation:

- Conducted Induction for new joiners for client.
- Coordinated for new employee Orientation

Other HR Allied activities and MIS

- Formulate Implement and review of HR Policies and Procedures.
- Maintaining personnel file records.
- Generating various HR related letters like offer letter, joining report, confirmation letter, Verification of Medical bills as per HR policy.
- Generating and managing various MIS reports.
- Handled clients like Vodafone, Samsung, Cognizant, Idea, LG, Syska, Kaya, TCS, Indus Towers, Amazon, musafir.com, FSSAI project.

EDUCATION

MBA - FINANCE/ HR 2011-2013
Centum U B-School, Annamalai University, 79%.

B.TECH –BIOTECHNOLOGY 2007-2011
Koneru Lakshmaiah College of Engineering, 5.66(CGPA).

INTERMEDIATE- M.P.C 2005-2007
Narayana junior college, Board of Intermediate Education. 86.9%.

S.S.C –2005
CP Browns Talent School, Board OF Secondary Education. 75.8%.

PERSONAL Date of Birth : 7th July 1989.

MARITAL STATUS Married

DETAILS Father's Name: M. Prasad

Husband's Name: P. Vijay Saradhi.

ADDRESS: Chandanagar, Hyderabad.
