

LATHA SRI. TUNGALA

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Hyderabad, Sr Nagar, 500038

CAREER OBJECTIVE

To secure a challenging career and responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

- 5+ years of experience in Human Resource General Activities.
- Manage end-to-end recruitment processes.
- Ability to handle all the operations from onboarding till exit formalities.
- Proficient in Microsoft Office including Microsoft Word, Excel & Power Point.
- Strong interpersonal and communication skills, negotiation skills, creative skills and multitasking.

WORK EXPERIENCE:



VIPADM Management Systems

01 Oct 2024 - Till Date

Designation: Senior HR Executive

Key Responsibilities:

Recruitment & On-boarding: Managing the full recruitment cycle, from job posting to on-boarding.

Employee relations: Address employee queries and concerns professionally and confidentially.

Performance Management: Assisting with performance reviews, providing feedback, performance appraisal systems and developing performance improvement plans.

Payroll Support: Handle Payroll coordination, attendance tracking, updating timesheets.

Policy updates: Assist in the development and implementation of HR Policies, compliance with labor laws and procedures.

Training and Development: Identifying training needs, coordinating training programs, and promoting employee development. Managing/Coordinating with the hiring process for new employees.

Work Culture: Support employee engagement activities and foster a positive work environment.

HRIS Management: Maintain and update employee records, HR databases and HRIS Systems in Zoho People.

Exit interviews: Organizing exit interviews and understanding why employees resign

Statutory: Good exposure in creating PF (Provident Fund) & ESI (Employee's State Insurance).



Jigya Software Services Pvt. Ltd.
Designation : Junior HR Executive

01 Mar 2023 - 30 Aug 2024

Responsibilities:

- Manage end-to-end Recruitment processes including sourcing, screening, interviewing, and onboarding.
- Conducting background checks and reference verifications. Managing the offer negotiation and onboarding process.
- Conducting Induction sessions for new employees and completing Joining Formalities.
- Maintaining employee records, data files in HRIS Systems like EMS & HRMS Portals.
- Managing Time & Attendance of employees, leave management, Probation / Confirmation process.
- Collecting company asset, assisting Exit clearance forms and Exit feedback forms.



Alchemy Techsol Pvt. Ltd.
Designation: Senior IT Recruiter

02 Dec 2021 - 09 Feb 2023

Responsibilities:

- End to End Recruitment
- Planning interviews and selection procedures including screening, calls, assessments, and in person interviews.
- Completing Joining and exit formalities including induction and exit interviews.
- Responsible for Admin activities.
- Maintaining the attendance and leave records.
- Acting as Employee Engagement coordinator for PAN India.
- Sourcing the best talent from diverse sources – Job portals, referrals.
- Ensuring to fill the skill gaps by nominating and suggesting the certifications to employees all over the organization
- Involved in complete recruitment cycle. Requirement gathering from the TL/Manager. Understanding the requirements in detail which includes desired and mandatory skills required
- Handled requirements of various experience level (0– 15 years). Sourcing the Profiles from various job portals like Naukri, Monster.
- Screening the profiles and candidates before technical round which involves checking communication skills, Salary, Notice period.
- Scheduling the selected candidates for Technical Discussion with the client as per the client's
- Interest either Telephonic or In-person.
- Following up with the candidate till he/she accepts the Offer Letter, Sending the required doc's and joining formalities.
- Responsible to retain that candidate for the period of Three months from his/her date of joining



Spatial Technologies (India) Ltd:

10 Jun 2019 – 31 May 2021

Designation: IT Recruiter**Responsibilities:**

- End to End Recruitment
- In-depth assessment / analysis of client's requirement.
- Sourcing Active/Passive candidates by using Web portals like Naukri, Monster, Referring Internal
- Database, Employee referrals
- Screening & short-listing candidate profiles as per the requirements of clients, interacting with
- candidate, understand their competencies & skill sets, making them understand job role.
- Rich experience in permanent employment with clients
- Co-coordinate with candidates and clients for telephonic and personal discussions
- Salary negotiations on both sides, collecting documents required for offer, to keep candidate warm until joining.
- Worked on multiple requirements of different level and domain.
- Maintain daily/ weekly/monthly reports such as interview status reports; closure reports & feedback reports to the reporting manager.

CORE COMPETENCIES:

Recruitment & Selection

Joining Formalities& Documentation

On boarding and Induction Process

Statutory Compliance & Payroll Administration

Employee Engagement

Employee Separation & Exit formalities

Negotiation

Training and Development

Attendance and leave management

Team Management

HR Policies

CERTIFICATION:**ChatGPT for HR Professionals** on 20-Mar-2024

- Attended an overview session in ChatGPT for HR.

PERSONAL DETAILS

- **NAME** : Latha Sri. Tungala
- **DATE OF BIRTH** : 05-July 1998
- **SEX** : Female
- **LANGUAGES KNOWN** : English, Telugu
- **NATIONALITY** : Indian
- **Location** : 7-1-282/6, Scientific Colony, Sr Nagar, Hyderabad, Telangana 500038.

EDUCATIONAL QUALIFICATION

B.Tech Computer Science and Engineering from Chirala Engineering College JNTUK with an aggregate of 75%.

2015 – 2019

Intermediate – SVL Junior College, Avanigadda with 89%
SSC – Sri Chaitanya School, Avanigadda with 90%

2013 – 2015
2013 - 2013

DECLARATION

I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date:

Place:

LATHA SRI.TUNGALA