LEELARANI SINGAM

HR Professional

📞 +91-7981158055 🛭 leelaraniammulu@gmail.com 🛭 🗣 Hyderabad, INDIA

SUMMARY

I am an HR professional with 5 years of experience in managing the full spectrum of HR functions, from recruitment to employee exit formalities. I have a proven track record in enhancing employee engagement, fostering a healthy workplace culture, and implementing effective performance management processes. My expertise in HR software and strong communication skills enable me to contribute positively to organizational success.

EXPERIENCE

Senior Executive - HR

03/2022 - 05/2024

DRU GOLD PVT LTD

Hyderabad

Startup NBFC - Sri Krishna Group

- Manage the full recruitment lifecycle from sourcing candidates, conducting interviews, and preparing offer letters to onboarding new hires.
- Ensure a welcoming, organized onboarding process. Conduct orientation sessions covering culture, policies, and processes.
- · Act as a point of contact for employee queries related to policies, benefits, and other HRrelated matters.
- Conducting employee surveys to gauge satisfaction and engagement.
- Manage and process payroll data, leave management, and benefits administration.
- Assist in developing and implementing employee recognition programs.
- Management of vendors for Employee Uniforms, Recruitment platforms (Naukri, IIM Jobs), Meal benefits (Sodexo), Recruitment consultancies, Other third-party service providers.
- Assist in identifying training needs and coordinating training programs for employees.
- Track employee performance and collaborate with managers for timely appraisals, feedback, and coaching.
- · Assist in Development and implementation of HR policies. Provide policy guidance to managers and employees.
- Prepare HR reports for management review, highlighting key metrics and trends.
- · Handle exit formalities for departing employees. Conducting exit interviews and gathering feedback. Processing full and final settlement (FFS) of employee dues.

HR Generalist 04/2019 - 03/2022

BRANDEX MEDIACOM PVT LTD

Hyderabad

Hyderabad

Hvderabad

- Oversee end-to-end recruitment processes, including job requisition, candidate sourcing, and selection.
- Manage seamless onboarding and induction for new employees.
- Foster positive employee relations, and promote a healthy workplace culture.
- Implement programs to recognize and reward employee contributions.
- Maintain accurate records, including attendance, leaves, and payroll processing.
- Develop and execute engagement initiatives and events to boost morale and improve company culture.
- Implement programs to recognize and reward employee contributions.
- Handle exit formalities and ensure a smooth transition for departing employees.

EDUCATION

MBA 06/2016 - 05/2018

Vishwa Vishwani School Of Business, Osmania University

08/2012 - 04/2016 **BTech**

Mallareddy College Of Engineering, JNTUH



STRENGTHS

Professional Skills

Proficiency in HR software tools (Keka HR, Zing HR, HROne).

Real-time Experience

Working experience with international job portals like Sulekha.com, JobDB.

☆ Technical Skills

Advanced skills in MS Office including Excel and PowerPoint.

CERTIFICATION

AI in HR

Certification in utilizing Al within HR processes.

ADDITIONAL SKILLS

Calculate and manage EPF, ESIC, and PT contributions.

Prepare Employee Engagement Calendar for the year with tentative budgets.

Maintain daily, weekly, and monthly MIS reports.

Update managers on HR processes and policy changes.

Initiating BGV for eligible candidates.

KEY ACHIEVEMENTS

SPOC for HRIS Software **Transition**

> Managed HRIS software migration for 400 employees as SPOC, ensuring smooth transition and minimal business disruption