

RUPPAKULA SINDHHUU VAISHHNEVI

Human Resource Management

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PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills equipped to serve HR FIELDS to kick start things for a fruitful career. And ready to partner in a team and to operate with them in alignment with organization vision to achieve and witness success for the firm

PROFESSIONAL EXPERIENCE

07/2025 to Current **Talent Acquisition Specialist**

Bajaj Housing Finance – Hyderabad, India

- Collaborated with hiring managers to understand job requirements and defined ideal candidate profiles.
- Sourced candidates using job portals, social media platforms, and internal databases to build strong talent pipelines.
- Screened and shortlisted candidates through resume reviews and telephonic interviews to assess fit.
- Scheduled and coordinated interviews between candidates and interview panels, ensuring a seamless process.
- Managed offer rollouts, negotiated terms, and supported candidates through pre-boarding and onboarding stages.
- Maintained recruitment data and metrics to track hiring progress, time-to-fill, and source effectiveness.
- Assisted in employer branding initiatives by promoting job openings and company culture on relevant platforms.

06/2024 to 07/2024 **Human Resources Intern**

Mirra Health Care India Pvt. Ltd. – Bengaluru, India

- Executed talent acquisition tasks, including job postings, resume screening, and scheduling interviews, to meet organizational hiring objectives.
- Partnered with the HR team to achieve staffing goals through proactive candidate sourcing, phone interviews, and progress tracking.
- Coordinated interview logistics, including phone and on-site interviews, to streamline the recruitment process and improve candidate experience.
- Ensured data integrity by updating and maintaining employee records, enabling efficient access to critical HR information.
- Enhanced organizational culture by designing and implementing team-building initiatives and employee engagement activities, fostering collaboration and morale.
- Managed sensitive employee records, maintaining confidentiality and ensuring accurate documentation for performance appraisals, compensation adjustments,

and promotions.

01/2022 to 04/2022 **Human Resources Intern**

Amlin Technologies – Hyderabad, India

- Managed end-to-end recruitment process, including sourcing, screening, and interviewing candidates.
- Developed and posted job descriptions on various job portals and social media platforms.
- Conducted initial candidate assessments through resume screening and telephonic interviews.
- Coordinated and scheduled interviews with hiring managers and department heads.
- Built and maintained a talent pipeline for future hiring needs.
- Maintained and updated candidate databases and recruitment reports for tracking.

EDUCATION

07/2023 to 05/2025 **PGDM: Human Resources Management**

GIBS Business School - Bengaluru

- 7.0GPA/CGPA

06/2018 to 11/2021 **B.com: Computer And Information Sciences**

Dewan Bahadur Padma Rao Mudaliar College For Women - Hyderabad

- 7.02GPA/CGPA

06/2016 to 05/2018 **Intermediate**

Sri Chaitanya Junior College - Hyderabad

- Final Grade:65%

06/2010 to 05/2016 **SSC**

Johnson Grammar School - Hyderabad

- Final Grade:7.5

ACADEMIC PROJECTS

BMP - Business Mastery Program (College Project)

- Engaged in a one-month immersive Business Mastery Program, focusing on addressing real-time organizational challenges.
- Collaborated cross-functionally to design and launch an innovative product bundle with an initial investment of ₹25,000.
- Leveraged workforce planning and resource allocation to achieve positive financial outcomes through effective strategy formulation and execution.
- Applied talent management principles to enhance team collaboration and ensure the successful completion of project milestones.

IRE – Pandit Jii (College Project)

- Designed an innovative solution to address the challenges faced by Pandits in urban and rural areas, focusing on improving accessibility for individuals new to urban areas and working professionals.
- Developed a strategic business model for "Pandit Ji" services, incorporating

- workforce optimization and operational efficiency.
- Facilitated the creation of a prototype application to streamline the search and engagement process for Pandit Ji services, enhancing user experience and service delivery.
 - Applied project management and stakeholder engagement strategies to ensure the solution aligned with organizational goals and community needs.

SKILLS

Candidate screening	Onboarding Processes
Document Management	HRIS knowledge
Employee Engagement	Problem-solving abilities
Time Management	Recruitment
Data entry	

CERTIFICATIONS

05/2024	Certified in Innovation , Research , Entrepreneurship
05/2025	Certification in Personal Mastery Program (CPMP)
06/2024	Chatgpt in HR
06/2024	Certified in Communication skills from tcs
03/2025	Professional in Human Resources (PHR/SPHR HRCI)
02/2025	The role of HR operations in Managing Hybrid work Environment (Research Paper)

LANGUAGES

English	Hindi
Telugu	