

VADLAMUDI YAMINI

Human Resource Professional

Contribute towards organizational growth by specializing in attracting top talent, fostering employee involvement, and optimizing human resource processes to create a thriving workplace environment.

Location Preference: Hyderabad & Bengaluru

Profile Summary

- Experienced HR professional with **6 years of expertise in talent acquisition, employee engagement, and HRIS implementation across diverse industries.**
- Skilled in **managing end-to-end recruitment processes, placing both technical and non-technical** talent to meet organizational needs while improving workforce quality and retention.
- Proven success in **designing and executing employee engagement initiatives, resulting in improved employee satisfaction and reduced turnover.**
- Skilled at fostering **positive workplace cultures and aligning HR strategies with overall business objectives to drive organizational development.**
- Expert in utilizing advanced **HRIS platforms like Zoho, Lucca, and FactoHR** to enhance data accuracy, streamline HR operations, and support strategic decision-making.
- Successfully filled more than **50 technical and non-technical positions each year, driving a 15% increase in employee satisfaction and boosting team performance by 12%**
- Strong analytical skills in **leveraging HR metrics to optimize recruitment, onboarding, and performance management processes.**
- Effective **leader and mentor to HR teams, boosting productivity and morale while ensuring compliance with labor laws and industry standards.**

Core Competencies

- Talent Acquisition & Recruitment
- Onboarding & Offboarding
- Employee Engagement & Retention
- HRIS Implementation
- Performance Management
- Compensation & Benefits
- Training and Development
- Labor Law Compliance
- Payroll Support & Timekeeping
- Employee Relations
- Conflict Resolution

Notable Accomplishments Across the Career

- Received **two salary increments and the People's Champion Award at DLV Software from 2021 to 2024** in recognition of outstanding performance and impactful improvements in HR operations.
- Obtained the **International Master Certification from ISC Paris Business School in 2019**, enhancing global business expertise and applying cross-cultural insights to achieve international success.
- Honored with the **Best Employee of the Year Award at Apollo Munich Health Insurance in 2016**, playing a key role in setting the company's annual sales record.
- Awarded the **Credit Card Highest Revenue Generation Award for South Region at IndusInd Bank in 2015** by surpassing sales targets and driving exceptional revenue growth.

Employment Details



Feb'21-Feb'25: HR Executive at DLV Software Pvt. Ltd Hyderabad, India

Key Result Areas:

- Managed training performance metrics, including throughput, graduation rates, trainer utilization, budgeting, and certification planning.
- Developed and maintained recruitment policies, process documentation (rehire policy, staffing manual, SOPs, vendor and offer checklists), and designed recruitment processes with clear measurement definitions.
- Created hiring SLAs (**Service Level Agreements**), recruitment and internship manuals, and launched onboarding surveys for new hires.
- Streamlined reporting and introduced monthly MIS reports from HR to the business for hiring updates.
- Regularly engaged with internal clients to identify gaps and provided feedback to HR recruiters, executing end-to-end recruitment for over 50 technical and non-technical roles, mainly software developers and engineers.

- Organized employee engagement initiatives (team-building, wellness programs, recognition), increasing satisfaction by 15%.
- Directed onboarding for 60+ new employees, ensuring smooth integration and initial training.
- Supported BambooHR HRIS rollout, improving data accuracy, operational efficiency, and enabling advanced HR reporting for decision-making.
- Supervised employee relations, resolving conflicts and advising managers, reducing grievances by 10%.
- Collaborated with leadership on performance management frameworks, boosting team performance by 12%.
- Assisted in administering competitive compensation and benefits programs, improving retention by 8%.
- Created and updated HR policies, ensuring labor law compliance and alignment with organizational goals.
- Facilitated offboarding through exit interviews and turnover analysis, informing retention strategies.

Feb'20-Jan'21: HR Coordinator at ASPASIA.FR Paris, France

Key Result Areas:

- Executed end-to-end recruitment for manufacturing roles, hiring over 50 employees within a year and cutting time-to-hire by 18%.
- Organized OSHA-compliant safety training for new hires, contributing to a 20% drop in workplace injuries.
- Processed payroll and benefits for 200+ employees, ensuring accuracy and timeliness.
- Directed onboarding and orientation programs that enhanced employee retention by 10%.
- Collaborated with production managers to align workforce scheduling with production targets, lowering overtime expenses by 15%.
- Addressed employee grievances and partnered with union reps to resolve disputes, maintaining labor agreement compliance.
- Supported employee wellness initiatives, boosting satisfaction and decreasing absenteeism by 12%.
- Maintained precise HR and employee records, ensuring adherence to OSHA, workers' compensation, and legal requirements.
- Coordinated with department leaders to evaluate staffing needs and plan recruitment strategies.

Feb'19-Jan'20: HR Assistant at ATPA.FR Paris, France

Key Result Areas:

- Assisted full-cycle recruitment for manufacturing and administrative roles, including job postings, resume screening, interview coordination, and candidate selection.
- Supported onboarding by preparing documentation, conducting orientations, and ensuring compliance with French labor laws and company policies.
- Managed employee records and maintained data integrity within the HRIS system, updating contracts, benefits, and performance reviews in line with labor regulations.
- Facilitated payroll processing by verifying attendance and work hours for 100+ employees, contributing to accurate and timely payroll.
- Coordinated training programs focused on safety and company policies, achieving a 10% reduction in workplace accidents.
- Addressed employee queries and resolved conflicts to enhance employee relations and workplace satisfaction.
- Supported performance management by collecting manager feedback, scheduling reviews, and maintaining accurate documentation.
- Ensured full HR compliance with French labor laws regarding working hours, benefits, and health and safety, maintaining zero compliance issues.

Internship

Nov'18-Jan'19: Human Resource Intern at ATPA.FR Paris, France

Key Result Areas:

- Supported recruitment, onboarding, and employee records management, ensuring accurate data entry and compliance with company policies and French labor laws.
- Coordinated training sessions, assisted with payroll processing, and contributed to maintaining positive employee relations and regulatory compliance.

Education

2019: Master of Business Administration (MBA), International Business & Marketing at the *Institute Supérieur du Commerce (ISC) de Paris Business School, France*

Certifications

- HR Analytics Training at Tareeqa Global Solutions, Apr 2025
- MS Excel Advanced (using AI and CHATGPT), Great Learning online, Jan 2025
- Compensation Management, Great Learning Online, Dec 2024
- Generative AI: HR, IBM Developer Network Dec 2024
- HR generalist and Payroll at Tareeqa Global Solutions Pvt Ltd, Jan 2021
- Hr. Recruiter Training at Tareeqa Global Solutions Pvt Ltd, Aug 2020
- Marketing and Communications Certification at the IBM Institute, Germany. Nov 2018
- Digital Marketing (Facebook Ads) certification at Udemy, Nov 2018
- Basic Strategic Management Certification at the IBM Institute, Germany. Dec 2018
- HR: Diversity Recruitment LinkedIn Platform, Jul 2019

Previous Experience

- Jun'16 - Jul'17: Relationship Manager at Apollo Munich Health Insurance
- Aug'14 - Jun'16: Customer Service Manager at IndusInd Bank Ltd
- Apr'11 - Feb'14: Data Processor at MNM Marketing Pvt. Ltd

Personal Details

Date of Birth: 09-06-1990

Languages Known: English, Hindi, Telugu, and French

Address: Hyderabad.