

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 End-to-End Recruitment & Human Resource General Activities.
- Involving in employee life cycle recruitment, onboarding, induction and orientation, attendance and leave management, performance management, updating and designing companies' policy, Payroll Process, maintaining a work environment, employee engagement, full and final settlement.
- Ability to handle all the operations from onboarding till exit formalities of the candidates.
- Ability to source all levels of IT professionals.
- Lead a team of 3 people who are directly reporting.
- Proficient in Microsoft Office including Microsoft Access, Human Resource Databases and the Internet; capable of adapting to other software programs easily.
- Strong interpersonal and communication skills, negotiation skills, creativity, learning attitude with a good team player.

WORK EXPERIENCE:



VIPADM Software Technologies Pvt. Ltd.

01 Oct 2024 - Till Date

Designation: HR Executive

Key Responsibilities:

Talent Acquisition:

Managing the entire recruitment process, from job posting and sourcing candidates from various job boards, conducting interviews and extending offers.

Employee Relations:

Handling employee grievances, disciplinary actions, and conflict resolution to maintain a positive and productive work environment.

Performance Management:

Developing and implementing performance appraisal systems, providing feedback, and supporting employee development.

Training and Development:

Identifying training needs, coordinating training programs, and supporting employee growth and skill development.

HR Policy and Compliance:

Developing, implementing, and ensuring compliance with HR policies.

Employee Engagement:

Fostering a positive work environment and implementing initiatives to improve employee morale and satisfaction.

HR Strategy:

Developing and implementing HR strategies that align with the organization's overall goals and objectives.

HR Operations:

Managing day-to-day HR operations, including onboarding and offboarding processes.



Jigya Software Services Pvt. Ltd.

01 Mar 2023 - 30 Aug 2024

Designation : Junior HR Executive

Responsibilities:

- End to End Internal Recruitment.
- Involved in Induction, releasing offer letters and LOI's, Joining Formalities, exit formalities.
- Complete the Preboarding & Onboarding Formalities for New Joiners,
- Verifying of documents, Updating the complete details of the new joiners, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data files
- Time & Attendance, leave management, Probation / Confirmation process, Employee Transfer.
- Preparing Letters (Address proof, Employment letter, medical check-up letters, letter of guarantee, leave, etc...)
- Collecting Exit clearance forms and Exit feedback forms.



Alchemy Techsol Pvt. Ltd.

02 Dec 2021 - 09 Feb 2023

Designation : Senior IT Recruiter

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

OpenAI

April 2024

- Completed a comprehensive certification course on leveraging ChatGPT for HR functions.
- Gained skills in using AI for recruitment, employee engagement, and HR operations.
- Learned to implement ChatGPT for streamlining HR processes and improving communication efficiency.

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 Colleger, Avanigadda with 89% 2013 – 2015

SSC – Sri Chaitanya School, Avanigadda with 90% 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