**Neelima Karengala**

**E-mail: neelima7678@gmail.com; Phone: 9885600221 / 8008957994**

*A performance driven highly motivated HR professional with 9yrs of experience in* ***Lateral Hiring & HR Generalist. Expertise in niche skill hiring in Technology / Analytics / Emerging Technologies/F&A.***

|  |  |  |
| --- | --- | --- |
| **Core Competencies*****- Talent Acquisition******- RPO Recruitment******- Team Management*** ***- Midlevel to Leadership hiring******-Stake holder management******-Recruitment Strategies******-Process Improvements******-Social Media/Digital Strategy******- HR Operations******-IT Skills*****Academic Details*** MBA (HR) – University College of Engineering – Kakatiya university - 2010

 **Current Location:** Hyderabad |   | **Core Competency**: Passionate recruiter with focused experience on Talent Acquisition/Staffing activities, Planning, Souring, Approval, negotiating and employer branding filling up the vacancies on top priority basis.**Strategic Planning:** Involved in strategic planning of walk-in drives, hackathons, backward calculations based on expected footfall, trends and historic data to attract talent for respective skills.**People Management:** Effectively handling a team of recruiters for achieving the set goals / targets to augment the business.**Stakeholder Management**: Built a strong professional rapport with internal as well as external clients. Worked with various clients on different domains, for the skills handled. Front end the Recruitment process for the client and attained great customer satisfaction.    **Management Reporting/ Dashboard Management**: Owning MIS reports, statistics for stakeholders, month end analysis on areas like Interview Metrics, Channel mix, Processing Time/Ageing of profiles, SLA, compliance, etc.  **Social Recruitment Skills:**Proficient in Social Media Recruitment (Social Recruiting). Specialized in Boolean Search techniques and closing requisitions in short time duration and expert in handling niche, volume and Leadership hiring. Developed and executed comprehensive search strategies to attract passive candidates for senior and niche requirements.**HR Operations:** Independently worked with multiple start-ups in setting up of HR functions & manpower planning **RPO Management:** Successfully managed multiple RPO assignments in IT, Manufacturing **IT Skills:** Proficient in Operating systems, MS office suite, Different ATS, Different ERP End User |

**Organisational Experience**

**CIEL HR Services, Hyderabad March 2017 – till date**

**Specialist – Human Resources**

Being part of the Search & Selection team of CIEL HR-Hyderabad, My core responsibilities include End to End Recruitment, High-end delivery management, Key Account Management, Stakeholder Management (Internal & External) & RPO assignments along with team management & HR operations of location.

**Search & Selection:**

* Considered as one of the Specialist recruiter in the organisation
* Successfully managed multiple Accounts / Client as single point of contact (SPOC) and managed a team & an individual contributor
* As an individual, Hands-on experience working on niche skills for various clients, Ability to learn and instill new concepts, excellent in managing multiple tasks.
* **Hit ratio has been 3:1 despite the fact that all the skills I have worked are niche.**
* **Handling RPO assignments** by Managing full-cycle recruitment process by meeting business hiring needs and also ensuring a  smooth and bespoke candidate experience
* Partner closely with Stakeholders and Hiring Managers to gain a comprehensive understanding of the division’s hiring needs for each position, and meet competitive hiring goals and expectations**.**
* Screen resumes, prospect and manage candidates throughout the interview process from prepping before interviews to assisting with final offer negotiation and on boarding.
* Communicate effectively with the hiring manager and interview team to ensure preparedness during the interview process. Share and exchange information with all levels of management
* **Contributed in successful ramping-up & growth of start-ups** (SnP Technologies, ReelNRG, Kynea solutions, OC Tanner) and responsible for identifying right candidate, Setting-up interviews, offer discussions, on boarding and complete joining formalities
* Strategically built and manage teams. Skilled in ideating and conceptualizing in terms of getting the target assigned fulfilled. Handling issues that arise in following the process and resolving the same by reiterating the team to follow the SLA by means of refreshers trainings to eliminate any upcoming discrepancies.
* **Top Skills Sourcing Expertise: 1.** Emerging Technologies (Digital transformation, Manufacturing automation, Blockchain, IoT, IIoT, Robotic automation, AI/ML, Etc)

**2. Cloud Technologies:** Different cloud technologies hiring for Junior to leadership level (Azure cloud, Google, Amazon web services)

**3. Key recruiter in ERP hiring (SAP, Oracle, JD Edwards, PeopleSoft, Microsoft),**

**4. Java, Dotnet - Developers, Architects, Scrum Masters, Testing, etc**

**HR Operations: (Responsible for CIEL Hyderabad location)**

* Interview scheduling, Offer Negotiation, Document collection & Back ground verification, CTC approvals from business unit & finance team, forwarding to offer release team for getting offer rolled out.
* Pre-Induction formalities, Introducing new joinies with organization's culture,  policies & procedures and complete joining formalities
* Handling all kinds of employee's queries and complaints, leave administration
* PMS review, MIS Monthly HR Reporting of Key Indicators like Headcount, Acquisition, and Attrition.
* Keeping track of employee's activities in terms of confirmation, promotion, transfer and their separation. Updating the employees from time to time about the company policies and changes if any, Responsible to set up the PMS process
* Ensuring regular Employee Engagement Activities in the organization
* Exit Management- a) Convincing Employee to Retain,

b) Final approver of resignation

c) Exit Interviews

d) Generating FNF procedure through exit management portal.

**Trade leaves India Private Limited, (IT Product Development Company) May 2016 - December16**

**Sr. HR Executive**

* Hired to manage recruitment and staffing for this start-up venture. Helped to build company from an empty suite of offices into a full- scale operation with 54 employees (Developers, Testers, Architect, Customer support team, Marketing team, DevOps team). Created and implemented hiring policies, procedures, systems, and technologies to support company’s long-term growth and expansion.
* Worked closely with Management based out in US and India
* **Workforce Expansion:** Ramped up niche-skilled IT Professionals team of 21 new employees in just 4 months.

Supported corporate repositioning, guiding recruitment of technical, professional, and management staff

* **Employee Hiring** - Drafting and posting appropriate job descriptions, reviewing incoming candidate applications, plotting and coordinating interview schedules as well as collecting and subsequently communicating candidate feedback, both internally and externally
* **Employee On boarding & Training** - Facilitating both a comprehensive and engaging on boarding program for all new team members as well as continuous training/interdepartmental knowledge sharing for all existing team members
* **HR Policies & Process Management** - Drafting policies for, and maintaining detailed records of various HR-related processes, including: employee documentation, payroll, attendance, vacation & travel records, etc.
* **Employee Relations:** Introduced proactive employee relations and communications programs to resolve previous management issues and restore the credibility and employee-centric focus of the HR organization.

**Randstad India Private Ltd April 15- April 16**

**Lead Consultant**

* Excelled in presentation of high talented, employ-able and qualified candidates for technical positions in various business units and for job roles such as in Software Development, Software Testing, Service Engineering, Systems Engineering & Administration, Cloud & Database architecture management, Finance Management, HR.
* Also, possess an impressive work experience into Non-IT domain like BFSI, Healthcare, Pharma, BPO, KPO & ITES (Technical and Service support) etc.
* Successfully initiated & handled Recruitment drives for different BFSIs (Lateral & Campus)
* Hands on experience in handling Technology (IT) & Non-Technology (Non-IT) bulk & niche Assignments
* **Project hiring** : Backend Devs, Front-end Devs, Full Stack/MEAN Stack/MERN Stack Devs, & Mobile Devs team ( Skill hired: Java 8, Spring boot, Microservices, Monolithic, Node JS, Python, Go Lang, PCF, .Net Core, MVC, Web API, Angular 2 & Above, React JS, Express JS, Flutter, Kotlin, IOS, Android,  Heroku, Salesforce, DevOps, Cloud etc ) from Scratch for one of the Leading Product company.
* **Expert level hiring in ERP consulting companies, Product Development & service based companies**

**Hucon Solutions India Pvt ltd April 2012 to February 2015**

**Sr. HR Executive (Lateral Hiring)**

* As an individual contributor, handled all types of middle level to Top Level F&A, Shared service Center, Captive/Product Development company hiring & Search Level requirements
* Expertise in **Client Relationship**, **People management** and **Account management**
* Understand the client’s requirements and specifications for various business processes and source according to company policies and Expectations.
* Good Communication and Inter-personal skills, confidant and Poised in interactions with individuals at all levels and ability to handle pressure
* **Clients Served :**ADP, Tarantula, Tanla Solutions, Franklin Templeton, Wells Fargo, Diebold, OSI Systems, Deloitte, PWC, DSM Shared services, Cognizant, Robo Silicon,
* **Skill Sets Worked on: IT Software - Application Programming / Maintenance**

Web Technologies, Mainframes, Testing, Open Systems, Telecom, Embedded, Microsoft Technologies, System Admin, Tech Support, BI Analytics, IT Admin, Project Management, IT Security, ICT Infra, Test Functions.

* **ERP:** SAP (Technical, Functional, Techno Functional), Solution Architects, EBS, Oracle. ( Domain : HR, FICO, Payroll, SD, PP/PM/QM/WM) ERP: SAP (Technical, Functional, Techno Functional), Solution Architects, EBS, Oracle. ( Domain : HR, FICO, Payroll, SD, PP/PM/QM/WM)
* **ITES/BFSI**:
* F&A (AP, AR, GL, OTC), FP&A, Mortgage (Residential & Commercial), CFO, Taxation, Audit, M&A, Global Sourcing & Payroll, Procurement & Supply Chain to name a few.
* **Clients Served & Serving till date: Dr. Reddy’s Laboratories, Diligent, Corteva (DuPont), Edelweiss, O C Tanner, Bonfiglioli, Berkadia, Interra Systems, Bombardier Transportation, A&B business solutions, Kynea Solutions, Hyderabad Industries, Cubic Transportation, Jobiak, Netgear, NTT Data, Pernord Recard, Udaan, Technobrain, Colruyt, ADP, Eastman, SNP Technologies, Hexagon, Qualcomm, Tanla Solutions, EDS Technologies, Franklin Templeton, Wells Fargo, Diebold, OSI Systems, Quislex, TecHub, ReelNRG, Deloitte, PWC, DSM Shared services, Cigniti Technologies, Cognizant, Robo Silicon, SGB Scaffolding, Etc.,**
* **Worked as payroll assistant (on consolidated pay) in Singareni Collieries Educational Society, Kothagudem from October 2002 – September 2006**

**Achievements**

* Awarded as Best Rookie for the Year (2012-2013)
* Top performer for the months of February’13 & October’13 & appreciations for good performance for 3 months
* Received appreciations for the best performance during financial Year 2013-2014
* Stand out performer for the Month of September’15 & March’16
* Top performer for the month of June’17
* Top performer for multiple months – 2017 – 2018 & 2018 - 2019
* Top performer for the year 2019 - 2020