

Harish Babu Amirineni
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Professional Summary:

- Result oriented professional with over 6 years of experience in HR and Resource management areas in IT / Technology organization.
- Experience in Resource Management Activities – resource utilization, resource planning, allocation, deployment, resource rotation, Bench Management, manpower planning and budgeting.
- Worked on various aspects of coordinating with talent acquisition team, contract hiring, Vendor Management, Organization structuring systems etc.
- Good soft skills with strong convincing abilities.
- Flexible with 24*7 Environment as per requirement.
- Progressive thinker, listener and socially responsible.

Employment Information:

Working as Jr. Hr Manager with GMR Group from 28 May 2018 to till date.

Roles & Responsibilities:

End to End Recruitment (IT & Non-IT both)

Interacting with hiring managers for clarity on open positions, job specifications.
Source candidates internally, through job portals and professional networking site.
Schedule & Coordinate for interviews & recruitment drives through Success Factors.
HR Discussion with candidates including Salary Negotiation & follow up.
Select candidate as per the requirement, roll out offer letters, Reference check, Background Verification Check, Initiate medicals, Update trackers & tools, Create applicant ids for new joiners in Success Factor, Documents verification and collecting all the documents as per guidelines before releasing the offer letters and at the time of joining.

Technologies Handled in IT: Oracle DBA, Middleware, Java, .Net, Cognos, Websphere, Networks and telecommunication etc.

Non IT positions : Electrical, Mechanical, Quality, Business Development, Architecture, Environment, Security. etc

HR Operations- Offer, on boarding.

Hand holding all the new joiners from the offer acceptance till the final on boarding.
Responsible for pre-joining verifications and checks, Guest house booking, travel arrangements, offer letter & Appointment Letters, Tracker Updating for every process.
Coordinating with team to create the Employee ID of the New Joiner in Success Factor.

Worked as HR Executive with Ripton Solutions INC from April 2016 to May 2018.

Roles & Responsibilities:

Handling team with 9 members and taking care of all the HR activities of the organization like Payroll process, time management, leave management, employee engagement.
Expertise in searching jobs from different portals like Monster, Dice, ZipRecruiter, Career Builder, Indeed,

Glassdoor, lucidjobs.com, etc.

Expertise in searching jobs from social networks like LinkedIn, Google etc.

Experienced in working for US, Canada, and Mexican Visas, Knowledge C2C, Full Time, W2,

Expertise in working with US Citizens, capable of handling the experience candidates resume and applying for the jobs as per his/her experience.

Ability to understand the latest technology trends according to the requirement.

Have experience in working with multiple technologies like iPhone, Android, SharePoint, Exchange, BI, Network Admin, Hadoop, Skype for Business, Office 365, Lync etc.

Working directly with End client's requirements like Tier 1 vendors/ Implementation Partners.

US Citizens, GC, GC EAD, H1B, H4 EAD/ Bench candidates placed around minimal turnaround time.

Negotiating with the vendors regarding the billing rate of consultants.

Worked as Assistant Protocol Officer with Andhra Pradesh State Government July 2015 to Feb 2016.

Roles & Responsibilities:

Reception and see-off of visiting VVIP's/VIP's/other dignitaries at Airport.

Arrangement of vehicles for visiting VVIP'/VIP's/ other dignitaries.

Coordinating about the movements with Department.

Providing Boarding Pass and checking about the luggage of the dignitaries, while departure.

Taking care of the CM departure and arrival.

Receiving the VVIP's/VIP's/other dignitaries at apron area, when they are visiting in non commercial flights.

Worked as HR Associate with Infosytech Solutions Pvt Ltd. from March 2014 to June 2015.

Roles & Responsibilities:

Understanding the consultant resume

Searching for requirements from job portals and submitting resume

Posting candidate's resume in Job Boards

Sending candidates resume along with contact details to the vendors through Email

Communicating with the candidate on daily basis and update about the submissions to the client, interview scheduling

Arranging interview with the tire1 client or with the end client

Follow up with candidate, client in each stage and finally closing the candidate.

Marinating ADP access to US employees to check there paystubs.

Handling off shore Payroll, maintaining Indian employees documents

Maintaining Indian staff documentation, allotting team and training.

Taking the interview for off shore employees & taking care of Payroll and time management of offshore employees.

Issuing salary accounts, providing health insurance to off shore employees.

Education:

➤ MBA (Hr & Marketing) from JNTUH in 2012

➤ B.com (General) from Osmania University in 2009

Personal Information:

- Name : Harish Babu Amirineni
- Date of Birth : 04th may 1987.
- Languages : Telugu, Hindi, English.
- Hobbies : Watching Cricket, Listening to music.