# Latha Bollampalli

# 9963858938

# lathazmail@gmail.com

Summary

* Seasoned Human Resource professional with HR experience over 8 years in Manufacturing and Big 4 companies in Hyderabad. Result-oriented Human Resource Professional with extensive business and HR expertise and demonstrated work ethic, strategic thinking and innovation, communications, customer centricity, Relationship Management. Proven team player, high motivation and energy, brings high degree of ownership, passion, critical thinking, initiative and results-orientation.

Professional Experience

Talent Acquisition Consultant Genpact, Hyderabad

Responsible for Recruitment and Selection for Genpact LLC. Accountable for Advisory Calls, Recruiting and Selection, Vendor Management.

Aug 2019 – Till date

* GenIE-Genpact Innovation Ecosystem.
* Harnessing the collective intelligence of millions of people around the globe to share thought leadership, innovate and solve tough business challenges.
* Identified, assessed and sourced talent for both volume and niche roles for tier-1 clients in US
* Worked extensively managing the advisory calls with experts and involved in recruitment lifecycle starting with planning, screening, short listing resumes, conducting and scheduling interviews, negotiating salaries, employee data base management, coordinating with background verification team, generating and releasing subcontractor offers to vendors and finally onboarding candidates.

Senior Analyst Deloitte, Hyderabad

Responsible for Recruitment and Selection for Deloitte, a Big 4 Audit firm. Accountable for Sourcing, Recruiting and Selection, Vendor Management.

Aug 2008 – Nov 2014

* Designed and executed key HR projects in Sourcing, Recruitment, Vendor Management and Recruitment Coordination, and HR Operations for both IT and Non-IT positions.
* Worked extensively managing the complete gamut of talent acquisition tasks involved in recruitment lifecycle starting with planning, sourcing, job postings, screening, short listing resumes, conducting and scheduling interviews, negotiating salaries, employee data base management, conducting back ground verifications, generating and releasing offers and finally onboarding candidates.
* Recruited contractors for Deloitte Consulting-Technology practice for various skills across SAP, System Integration, Information Management, Oracle Packaging Technologies, Application Maintenance Services service lines, by gathering requisitions from the resource managers, sharing them with the vendors and explaining them with the right key words to source the profiles.
* Sourced profiles in various skill set for the service lines in AERS, Consulting, FAS, TAX, Shared services.
* Mentored the team, recruiters and vendors on the specific requirements for the demands.
* Involved in conducting the recruitment drives to close the positions for high staffing needs.
* Coordinated between the leadership, resource managers, vendors, procurement team, project controllers, HR Ops, Information Technology Services team in thoroughly on boarding the candidates.
* Have been successful in hiring freshers, experienced, contractors and interns across all levels from Associate Analysts to Managers.
* Ensured the smooth pipeline movement, support from all entities and the demands are met in the timelines committed.

HR Executive Jaisara Tooling Systems Pvt. Ltd., Hyderabad

Delivered HR services - Workforce Management, Recruitment, Compliance, HRIS database management, Onboarding and Exit programs, and Leave Administration for a leading supplier of tooling for the commercial aircraft industry specializing in design and manufacturing.

Oct 2007 – Aug 2008

* Sourced profiles from various job portals, internal database, employee referrals and professional networks
* Pre-screened applications against job descriptions and application criteria
* Coordinated & scheduled interviews over phone
* Maintained employee records up-to-date along with approving updates to employee address changes, changes in job titles, benefits, and salaries
* Advised employees via telephone, physical mail and in person on the matters relating to HR
* Coordinated employee training programs and ensured mandatory compliance on safety programs
* Conducted exit interviews and all employee termination post processes such as final settlement and experience letters

**Awards and Accolades**

* Received Applause Award - Reward and Recognition (R&R) Award at Deloitte.
* Sourced and closed more than 150 positions for diverse services in Deloitte every year.
* Completed Harvard certification courses on Essentials of Management, Leadership Essentials and Stepping up to Management

**Educational Qualifications**

* First Class in MBA (Master of Business Administration) from Osmania University, Hyderabad.
* First Class in B.Sc (Bachelor of Science) from Osmania University, Hyderabad.

**Technology Skills**

* Hiring tools: LinkedIn hiring, Taleo, social media, internal ATS systems, Background verification systems
* Collaboration Tools: Microsoft Office, Skype, Salesforce, calendar schedulers