

SAI SUPRAJA SANKARA

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An Overview:

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- A multi-faceted professional having 11+ years of extensive experience in Human Resource Management, driven to make an impact.
 - Holding exhaustive experience in Business partnering.
 - Skilled in managing Talent acquisition through well learnt tools of planning & execution.
 - Hands-on experience in analysis and reporting for HR metrics,. Drive & support the people management initiatives that underpin the business culture.
 - Adept in partnering with business leads for devising solutions for day to day business /operational challenges.
 - Established role as advisor to managers on people as well as policy matters.
 - Adept in liaising and collaborating with business leads to drive people agenda.
 - Skilled in stakeholder management, policy making, employee relations, negotiations, facilitating change management and culture management.

NOTABLE ACCOMPLISHMENTS:

Received Lattice Marathon Award for successful coordination and execution of Talent Drives and Lattice One Asia Summit.

Core Values Award for the contribution towards Talent Management.

Sprint Awards for the contribution towards engagement and training programs.

Career Contour:

Blaize Semiconductor Technologies Pvt Ltd., since Apr – 2019 till date

Lead – Talent Acquisition

- Build and drive the Talent acquisition strategy for Hyderabad Center.
- Partner with Business Leaders build relationships with HRBPs to strategize and fulfill open requisitions within timelines and to identify future talent needs.
- Managing recruitment life cycle by effectively utilizing source mix with respect to sourcing from job portals, Internal mobility, Database search, Head hunting, Buddy channels and referrals.
- Managing recruitment via Applicant Tracking System (ATS), prepare metrics and reports to analyze staffing plan data against goals and objectives.
- Closely work with global stakeholders and counterparts in other geos for special projects.

- Constantly check the TAT and ensure timely delivery.
- Interact with business leaders in understanding their business needs due to attrition / forecasts and devise hiring plans and strategies for filling them.
- Regularly monitor the hiring models, processes and identify creative sources of hiring to have the pipeline built to keep time and cost under control.
- Deploy ideas around raising awareness of company brand.
- Extending offers to the selected candidates and taking care of Pre-joining and orientation process, working closely with HR to provide company information to new and rehire employees to ensure smooth on-boarding.
- Organize Talent drives pan India and attract talent for fulfilling open needs.
- Participate in recruitment activities by sourcing for niche skills, conduct HR Interviews to assess the candidate's suitability as per our DNA

Lattice Semiconductor India Pvt Ltd (Formerly Silicon Image R&D India Pvt Ltd)

Senior Specialist - Human Resources, Sep 2015 – Aug 2017

- Partnered with business units on resource planning and responsible for closing site requisitions within timelines.
- Partnered with management in designing and implementing HR policies and guidelines; performance management programs; group benefits databases; training and reward programs and ensured proper delivery of common HR processes across divisions.
- Handled site HRIS by identifying the need and preparing various HR reports and documents in support of HR management and the business.
- Handled and executed the On boarding and exit processes including exit interviews and Fnf's. Acted as site HR Analyst by providing various reports, updating internal HRIS during promotions and internal changes.
- Worked with line managers and employees to address all types of employee relations issues, fairly representing all interests.
- Facilitated and executed various engagement activities for the site in partnership with employee interest groups. Responsible for monthly Fun@work and preparing yearly employee activity calender.
- Worked with managers across the domains to resolve interpersonal conflicts as may arise in the team. Provided counselling and coaching to employees/managers as needed on career related or policy related matters.
- Coordinated with Global Learning team to set up training programs at site level by identifying training needs of staff and making them proposals for the same. Acted as Site In charge and facilitator for WAL (Women At Lattice).

- Assisted global team and Site head on focal review and acted as in charge for Rewards & Recognition at site level.

SoCtronics Technologies Pvt Ltd

Senior Executive – Human Resources, Jan 2009 to Sep 2015

Closely working with top management, handling end to end HR activities and responsibilities such as:

Recruitment and Selection

HR Policies & Procedures

Performance Management System

HR Operations & MIS

Compensation & Benefits

Hub Soft Solutions Pvt Ltd., Hyderabad March 2007 - November 2008.

HR Recruiter:

Worked both for IT & Non IT requirements.

Education:

All India Management Association – New Delhi

Bankatlal Badruka Institute of Information Technology (B.B.C.I.T)

Two years Full Time Post Graduate Diploma in IT and Management (PGDITM-2006)

S.V.University – Tirupathi

Krishna Chaitanya Degree College

Bachelor of Computer Sciences (B.S.C-2004)

Sai Supraja Sankara

DOB : 3-Nov-84