

SUNIDHI BADRUKA

Mobile: xxxxxxxxxx * E-Mail: pbadruka@yahoo.com

Seeking jobs in **HUMAN RESOURCE MANAGEMENT** with an organisation of repute

Location Preference: Hyderabad

CAREER ABRIDGEMENT

- ⇒ **Post Graduate Diploma in Entrepreneurship and Management** with over **6 years** of experience in Recruitment - *Sourcing to On-boarding*; Performance Management; Compensation & Benefits; Payrolls, Welfare and General Administration including Vendor and Client Relationship Management.
- ⇒ Presently associated with **Deloitte Consulting India Pvt. Ltd., Hyderabad as a Senior Analyst.**
- ⇒ Experienced in manpower management, recruitment involving screening, short-listing and interviewing.
- ⇒ Adept at people management; maintaining healthy employee relations; handling employee grievances thus creating an amicable & transparent environment.
- ⇒ Skilful in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.
- ⇒ Possess strong communication and inter personal skills. A dynamic go-getter & quick learner with ability to work under pressure and meet deadlines.

Areas of Exposure /Expertise

HR Policy Execution

Induction

Training & Development

Best Practices

Recruitment

Payroll Management

Employee Relations / Welfare

General Administration

Performance Management

Compensation & Benefits

Organisational Development

Team Management

ORGANISATIONAL SCAN

Since Jan'07: **Deloitte Consulting India Pvt. Ltd., Hyderabad as a Senior Analyst**

Notable Attainments:

- ⇒ Holds the distinction of handling recruitment approximately 15-25 on monthly basis viz.,:
 - Functioned as **Lead Recruiter** for the office of the Managing Partner.
 - Achieved lowest offer declines with lowest terminations due to background verification.
- ⇒ Instrumental in initiating **the knowledge sharing sessions** in the service lines handled.
- ⇒ Revamped the new hire feedback sessions - "First Impressions".
- ⇒ Recipient of following awards & accolades:
 - **Applause Awards** in the year 07 & 09.
 - **Letter of Appreciation** from the Talent Director during Dec'08 for rendering exemplary performances.
 - Letter of Appreciation from Regional Managing Partner for active participation in IMPACT Day for 08 & 09.

Jul'05-Sep'05 & Jul'06-Jan'07: **IVY Comptech Pvt. Ltd., Hyderabad as Senior Executive - HR**

Notable Attainments:

- Steered initiatives towards recruitment drives such as **Job Fairs, Campus Placements and Walk-Ins.**
- Accountable for streamlining the **Background Verification Process.**
- Received **Certificate of Appreciation** for participating in restructuring and outplacement process held in Nov'06.

Feb'05-Jul'05: **Karvy Pvt. Ltd., Hyderabad as an Assistant Manager - Recruitment**

Aug'04-Feb'05: **Bank of America Continuum Solutions Pvt. Ltd. Hyderabad as a Recruiter**

Notable Attainments:

- ⇒ Successful in recruiting the largest team - Lockbox during the tenure.
- ⇒ Pivotal in developing as well as launching a new test paper for entry level hires.
- ⇒ Received the **"Shining Star Certificate"** during Jul'04-Sep'04 quarter.

Commenced career with **Ajuba Solutions India Pvt. Ltd., Chennai as Executive from Jun'03-Jul'04**

ACADEMIA

2003 **Post Graduate Diploma in Entrepreneurship and Management** from T.A. Pai Management Institute, Manipal.
2000 **Bachelor of Commerce** from St. Francis College for Women, Hyderabad

Academic Achievements:

- ⇒ Was **"Gold Medalist"** in Economics during HSC.
- ⇒ Secured **"Highest Marks"** in the Business Law Course during PGDEM (1st year).

EXTRAMURAL ENGAGEMENTS

- ⇒ Functioned as an **Active Volunteer** for "National Service Scheme"; participated in various rallies, camps, slum development and health awareness campaigns.
- ⇒ Participated in the "Janma Bhoomi Programme".
- ⇒ Was a **Member** of the Leader Support Group for BrandScan - the Annual Marketing Research Fair organized by T. A. Pai Management Institute
- ⇒ Undergone T Group Training Laboratory Program conducted by ISABS, 2003
- ⇒ Undergone 2 day workshop on Thomas Profiling - Thomas Assessments Pvt. Ltd

PERSONAL DOSSIER

Date of Birth : 14th March, 1980
Residential Address : 117/P/1, Road No. 39, Banjara Hills, Hyderabad- 500034