

LIKHITHA BOPPANA

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Career Objective

To work in a challenging and encouraging environment, which will utilize my skills and abilities in the best possible way to learn and accomplish the organizational goals which will also result in my Career growth.

Academic Credentials

Course	Institution	University	Year Of Passing	Percentage
MBA (HR & Marketing)	Meenakshi College of Engineering	Anna University	2019	70%
B.A (Tourism and Travel Management)	Anna Adarsh College of Women	University of Madras	2017	61 %
Higher Secondary School	St.Vincent's Matriculation Higher Secondary School, Chennai.	Matriculation	2013	80 %

Work Experience

Role: Senior Client Partner (Sept 2021 to Present)

Company: Access Healthcare Pvt Ltd

Access Healthcare is a trusted partner to healthcare institutions by providing Revenue Cycle solutions to enhance clinical outcomes, improve financial performance and optimize operations. We apply our revenue cycle expertise, technology solutions, automation platform, analytics, and best practices to deliver market-leading results. In short, we manage the business of healthcare for our clients.

- Working on end-to-end recruitment activities.
- Schedule and arrange the interview with the panel members and handle the post interview process.
- Handling a team of 5 recruiters.
- Coordinate with the team to deliver the assigned numbers.

- Accountable for the delivery of candidates to meet the recruitment demand based on the Recruiting Plan.
- Arranges recruitment drives and screens the candidates accordingly for different process e.g.- AR Calling, Billing non-voice, Medical Scribing.
- Conducts campus drives in different colleges.
- Sourcing candidates through different channels.
- Coordinate with the candidates on offers, joining and induction related activities.

Role: Talent Acquisition Executive (Mar 2019 to Sept 2021)

Company: Covenant Consultants

Covenant is a leading manpower consulting firm based in India having its corporate office. There are over 450 strong dedicated team of HR professionals believing in offering quality, speedy and personalized service to the clients all across the globe.

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Network through industry contacts, association memberships, trade groups, social media, and employees.
- Screen applicants to evaluate if they meet the position requirements.
- Design job descriptions and interview questions that reflect each position's requirements.
- Plan interview and selection procedures.
- Foster long-term relationships with past applicants and potential candidates.

Internship Experience

Role: HR Intern (Jan 2019 to Mar 2019)

Company: Royal Industries

Royal Industries has made a name for itself in the list of top suppliers of in India. The supplier company is located in Chennai, Tamil Nadu and is one of the leading sellers of drums and cans. Royal Industries is listed in Trade India's list of verified sellers offering supreme quality.

- Worked as a “HR Intern” in analyzing the retention practices followed in the company.
- Learnt about different employees and their problems.
- Assisted Senior HR in providing retention schemes and benefits for the employees.
- Analyzed the rate of retention and the main factor for retention.
- Suggested some of the other practices and changes in the company for increasing the retention.

Role: HR Intern (Apr 2018)

Company: Ninestars Information Technologies Pvt. Ltd

Ninestars Information Technologies Ltd. provides Internet protocol-driven digital content solutions to clients worldwide. It offers digitization solutions, including digital books, digital newspapers, and forms digitization solutions, and media monitoring solutions that include print, broadcast, and social media monitoring solutions. The company also

provides ePAPER and mPAPER that delivers content on mobile devices.

- Worked in HR department as an intern for Data entry, tracking the data information required for human resource management, payroll and bookkeeping operations etc.
- Worked on Microsoft Suite (Word, Excel, Powerpoint etc.).
- Assisted Senior HR on recruitment process, staffing and training etc.

Role: Holiday Advisor Intern (Apr 2016)

Company: Yatra

Yatra is India's leading online travel company committed in providing a 'best in class' customer experience with the goal to be 'India's 'Travel Planner' and have won multiple awards from the Ministry of Tourism, Government of India, including the National Tourism Award for "Outstanding Performance as a Domestic Tour Operator" in Category Rest of India). Worked as an "holiday advisor" in promoting and marketing the business.

- Worked as a "holiday advisor" in promoting and marketing the business.
- Dealing with customer queries and complaints.
- Providing necessary information to clients about visas, passports, budget for travelling and offers of Yatra organization.
- Learnt about different country codes which was mandatory at every day of work.
- Gained good inter-personal skill, numerical ability and verbal communication.

Achievements

- Awarded **Bravo!!** for excellent performance and for achieving targets for the months of May, June, July, August and September.
- Awarded as a best entry on seminar "Sustainable heritage tourism and issue of accessible tourism in India" | 2016
- Recognized as excellent performer in the Digerati – German for Beginners curriculum.

Personal details

Date of birth: 17.01.1997

Mail id - likhithaboppana@gmail.com

Nationality: Indian

Linguistic Capability: Telugu, English, Tamil and German (Elementary)