

Yamini Venugopal

Human Resource

Contact

Address

Hyderabad, India 500035

Phone

7981695650

E-mail

yaminivenugopal30@gmail.com

Skills

Operations

Strategic HR Management

Recruitment and
Onboarding

Performance Management

Employee Relations

Talent Acquisition and
Retention

Training and Development

HR Policies and Procedures

Compliance with
Employment Laws & HRIS
Systems and
Payroll Administration

Languages

English

Bilingual or Proficient (C2)

Tamil

Bilingual or Proficient (C2)

Telugu

Bilingual or Proficient (C2)

Kannada

Bilingual or Proficient (C2)

Hindi

Advanced (C1)

Passionate Operation Specialist with over 5 years of experience in various aspects of human resources management. Highly skilled in interpersonal communication skills, with a track record of building positive relationships with employees and management. Strong knowledge of HR laws and regulations, and proficient in HRIS systems. Committed to finding the right candidates for open positions based on a company's culture, staff and unique priorities.

Work History

2022-07 -
Current

International Business Development Manager

Foundit (Formerly Monster), Hyderabad

*Sourcing profiles from various job portals
Maintaining and updating large database of resumes. Developed job descriptions and posted them on hiring boards and recruiting websites like Foundit, LinkedIn, Indeed, Naukari etc. Scheduling telephonic and direct interviews. Following up with the short-listed candidates. Sharing the shortlisted candidates for the client. Collaborated with sales and marketing departments to support client acquisition. Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit. Negotiated client contracts and agreements to cultivate profitable business transactions. Identified business development challenges and customer concerns for proactive resolution.

2019-09 -
2021-12

HR Operations Executive

Daksha Sports Acadamey, Hyderabad

Key Responsibilities:

*Full Recruitment cycle and Onboarding, Exit process. Design compensation and benefits packages. Implement performance review procedures (e.g. quarterly/annual and 360° evaluations). Sourcing, screening and interviewing techniques. Assess training needs and coordinate learning and development initiatives for all employees. Create and run referral bonus programs. In all aspects of HR administration, including maintaining employee records, processing Software payroll, and managing HRIS system.

2016-08 -
2017-04

Talent Acquisition Intern

Kagami India Pvt Ltd, Hyderabad

Managed full-cycle recruitment process, including job posting, screening resumes, conducting interviews & extending job offers. Sourcing Profiles & Developed job descriptions & posted them on hiring boards and recruiting websites like Foundit, LinkedIn, Indeed, Naukari etc. Following up with the short-listed candidates. Sending offer letters and appointment letter to the selected candidates. Onboarding & Exit Process.