

# Mounika Chinmayee Barthipudi, MBA-HR

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## Human Resources-Executive

Onboarding | Employee Engagement | Grievance Handling and support | Off-Boarding

Innovative HR Executive responsible for aligning business objectives with employees and management in designated business units. Translates business vision into HR initiatives that improve performance, growth, experience and employee engagement. Supervising the Human Resources procedures as well as policies and supports companies and top executives with a unique perspective and translate the learnings into actionable, value-added goals to excel in Human Resource Department.

### Signature HR Qualifications

Onboarding and Induction	HRMS Implementation	Initial Screening
HR Budgeting	Change Management	Feedback collection and Offer Discussion
Off-Boarding and Exit Interview	Policy Standardization	Background Verification
Attendance Management	Candidate and Employee Experience	File and records management

Ability to implement HR strategies, programmes, and support in various HR Functions.

## PROFESSIONAL EXPERIENCE

### Xebia Product Engineering (formerly coMakeIT Software Pvt. Ltd.)

| Hyderabad | Product Engineering services provider 2019 – Present **Executive - Human Resources**

Recruited as an Associate and currently working as an Executive mainly on HRMS Implementation, Policy Standardization, Change Management, HR Budgeting and HR Operation.

#### ❖ HRMS Implementation:

- Collecting business requirements.
- Analyse and revise current HR processes to more efficient ways of working.
- Redesigning the HR and other Shared Services processes across, to align with the new HRMS(Zoho)
- Designed leave and Attendance Management as one policy for Xebia and coMakeIT and implemented the complete HRMS modules to have same the in alignment with the New Policy.
- Assisted and Managed resistance to the change by the employees for new HRMS and policy changes through conducting regular floor presentations, helpdesks by acting as a change agent.
- Designing and assisting organizational, structural changes to align with the acquisition, in terms of Organizational level policies, across group companies.
- To provide support and resolve queries of internal stakeholders and Employees.
- Escalating issues and glitches with the partner and providing a resolution
- Project-managing new implementations, integrations and process improvements
- Managing HRMS partners and other stakeholders

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## ❖ HR Operations:

- Initiating Employee Pre-Onboarding and Onboarding formalities End-to-End.
- Induction to new hires, both in-person and virtual, on day-to-day disciplinary practices of the office, insurance, attendance management etc continued with all the paperwork needed for completing the On-Boarding process.
- Initiating team transfers and billability change procedures for employees at the notification of concerned team managers
- Executing consistent Employee Engagement activities based on the need of the hour.
- Monthly Attendance management.
- Processing Performance Appraisal procedures by co-ordinating with Employees and Management through advising and coaching for smooth Appraisal Process.
- Addressing Employee professional needs and grievances handling situations like PIP process, Termination process.
- Standardizing Xebia and coMakeIT policies and procedures and socializing and normalizing policy changes through the organization.
- To design training documents and organize sessions for HR and other stakeholders
- Intimating and handling the employee relieving process End-to-End.
- Collecting, analysing and providing pulse data of new hires and exit employees.
- Deliver friendly assistance to employees throughout On-Boarding and Offboarding processes.

## ❖ Talent Acquisition:

- Understanding the skill and Job requirement of the position.
- Sourcing profiles from various sources like Naukri, LinkedIn, Employee Referrals etc.
- Initial Screening of a Candidate and providing my feedback on the basic suitability for the requirement and culture fit.
- Co-ordinating with Panel and candidate for Scheduling interview and initiating the interview process
- Following up with the candidate and panel, collecting feedback and taking the process ahead till the final step, in required cases.
- Negotiation with the candidate and management on the candidate salary expectation.
- Collecting all the required documents and discussing the candidate's expectations in terms of CTC and benefits
- Post discussion, sharing the inputs with Management including the agreed CTC and Bonus, if any for approval.

**Carabiner Technologies Private Ltd** | Hyderabad, IN | *Develop Software and Products using AI and ML*

July 2018 – Feb 2019

### **Intern-Research Associate**

Worked as an Intern with Content Writing and Technical Recruitment as main responsibilities.

#### ❖ Content Writer

- Written original, creative content for official website and marketing materials.
- Played a key role in creative planning and review sessions, working with resourceful team to elevate quality of content and designs.
- Monitored social media and online sources for industry trends.
- Followed up with notable applicants sourced via industry-specific pipelines, events, and job fairs. .

#### ❖ Technical Recruiter

- Initial Screening for Interns
- Rating them based on my conversation with them for further rounds of Interviews
- Developed lists of qualified candidates for corporate hiring managers.
- Scheduled and conducted interviews.

#### ❖ Others:

- Facilitated all new employee orientations

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## EDUCATION & PROFESSIONAL CREDENTIALS

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**MBA Degree** – CMR College Engineering and Technology – JNTUH – 2019

**Honours Degree** – Avanathi Degree and PG College – Osmania University – 2015

**Intermediate** – Nalanda Junior College - 2011

**SSC** – St Anns' Girls High School - 2009