







# Lata Gaddam

HUMAN RESOURCES PROFESSIONAL

## INFO

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-  **Languages**  
English  
Hindi  
Marathi

## SOCIAL

-  **Skype**  
gaddam.lata
-  **LinkedIn**  
/in/gaddamlata
-  **Twitter**  
@lata\_gaddam



## WORK EXPERIENCE

### HR Business Partner May 2022 - Till date

Next Pathway India Pvt Ltd

Developing and Implementing HR strategies and Initiatives aligned with the overall business strategy

Handling end to end HR operations from Talent Acquisition, Onboarding, Policy Development, Payroll and Statutory management, Performance Management, Employee Engagement and Grievance handling, Exit Formalities, Full & Final Settlements of Internal employees

### Consultant-HR Jan 2019 - May 2022

Tech Mark Ltd.

Serving as internal consultants by analyzing a company's current HR programs and recommending solutions

Handling end to end HR operations from Talent Acquisition, Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliances, Performance Appraisals, Training & Development, Exit Formalities, Full & Final Settlements of Internal employees

### Manager - HR Feb 2017 - Oct 2018

Asentech LLC

Effectively liaised between senior management and employees to maintain and improve company-employee relations.

Handled end to end HR operations from Talent Acquisition, Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliances, Performance Appraisals, Training & Development, Exit Formalities, Full & Final Settlements of Internal employees

### Asst. Manager - HR Operations Jan 2015 - Feb 2017

HR Global Services India LLP

Handled all day-to-day HR responsibilities from Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliance's, Performance Appraisals, Training & Development, Exit Formalities, Full & Final Settlements of employees for various IT & Non-IT Clients

### Asst. Manager - HR Oct 2010 - Dec 2014

netCORE Solutions Pvt. Ltd.

Managed the full recruiting life cycle process including creating job specification, interviewing, extending and negotiating offers, Onboarding, HRIS Management, Attendance & Leave, Training & Development and Employee Engagement of internal employees.



## CORE COMPETENCIES



- ★ Recruitment Process (IT & Non IT)
- ★ Onboarding, Induction, Orientation
- ★ Employee Engagement Activities
- ★ Attendance Management
- ★ Leave Management
- ★ HR Shared Service / Helpdesk
- ★ Employee Relations
- ★ Payroll Management
- ★ Statutory Compliance's
- ★ HRIS / HRMS Management
- ★ Off-Boarding & Exit Formalities
- ★ Full & Final Settlement
- ★ Performance Appraisals
- ★ Training & Development



## EDUCATION



- 2006 - 2009 **Bachelor of Engineering**  
*Sinhgad Institute of Technology, Lonavala, Pune University*
- 2010 - 2012 **Post Graduate Diploma in Management - HR**  
*WLC College Mumbai, Wigan & Leigh, UK*

## SPECIALIZED TRAININGS

- Post Graduate Certificate in Advance HR Analytics (recognized by SHRM & HRCI)- Protouch, Pune
- Certified Human Resource Generalist – IIHR, Bangalore.
- Certified Human Resource Business Partner – IIHR Bangalore