

KOLIPAKA SANDHYARANI

🌐 Hyderabad, India | 📞 +91 7330218356 | ✉ hrsandhyarani5@gmail.com

HR EXECUTIVE

HR RECRUITER /Business Development Associate|

Qualified professional with over 4 years of experience in HR Recruiter across diverse organizations. Seeking challenging assignments with a reputed organization to utilize acquired skills in accomplishing organizational growth objectives

CORE COMPETENCIES

Business Development

Resume screening & Recruiting

Administration & Record Keeping

Attendance & Payroll

Induction & Onboarding Process

Drafting & posting Job Description

Sourcing & screening of potential candidates

Career Counselling

Cold Calling

Policies & procedures

Compensation & Benefits

Performance Appraisal

Exit interview

Team Leadership

EXECUTIVE SYNOPSIS

- Skilled in implementing strategic initiatives, developing market penetration techniques, competition/ market analysis. evaluating market response / requirements to be communicated to various teams for accomplishment of business goals.
- Expert in aligning business goals with technology solutions to drive process improvements, competitive advantage and bottom-line gains.
- Render support to customer projects development with company offered solutions, and securing repeat business from accounts.
- Proven ability to lead and motivate large cross-functional and multi-cultural teams to maximize productivity, ensuring technical solutions meet business requirements.
- Evaluate sales data to ascertain product performance and other business factors for implementing mitigation plans based on changing market dynamics.
- Maintaining regular interaction with existing clients, prospects and business partners in generating market awareness for certain products.
- Excellent communication skills with troubleshooting, problem defining & solving capabilities and skills in solving technical as well as commercial issues.

PROFESSIONAL EXPERIENCE

KL ADS INDIA PVT.LTD, Punjagutta, Hyderabad, India

HR Executive March 2021 - July 2023

. Key Accountabilities:

- Recruiting the candidates, enhancing company policies, maintaining records,leading generation. Payroll strategies implementation.
- Performance ratings and leave balance.
- Reporting & Analysis .
- Employment Data Management .
- payroll calculations .
- Attendance Maintained .
- Employee Grievance .

Prasad Film Laboratories, Hyderabad, India

HR RECRUITER Aug 2019 – Mar 2021

Key Accountabilities:

- The HR & counselor is responsible for making outbound calls to clients to discuss services, schedule appointments, and answer questions. They must have excellent communication and customer service skills as well as the ability to multitask.
- Make outbound calls to clients to discuss services, schedule appointments, and answer questions
- Maintain accurate records and logs of client interactions
- Provide excellent service to all clients
- Identify clients needs and provide appropriate solutions
- Remain up-to-date on courses and services to answer clients questions
- Handle students inquiries and complaints in a professional manner
- Follow up with clients to ensure satisfaction
- Make recommendations on courses and services to students.
- Ensure compliance with all applicable laws and regulations
- Generated new leads, identified and contacted decision-makers, screen potential business opportunities, selected deals in line with strategies, and facilitate pitch logistics

Aura Marketing, Hyderabad, India

Business Associate

Nov 2017 – Jul 2019

Key Accountabilities:

- Monitored sales and coordinated transition and delivery of their products and services. Discussed with senior management to discuss innovation or development in existing products and services to meet the market demand.
- Established marketing plans to promote the products and services of the organization. Secured contacts of possible customers via cold calling, emailing, and internet search.
- Administered meetings with internal teams and customers to discuss project development and delivery strategies. Conserved and updated the customer database, such as names, phone numbers, and email addresses
- Endorsed the business development team in creating a business model, project budget, scope of work document, and business plan
- Aided leadership in contract development, handle negotiations, and perform due diligence. Guaranteed internal teams deliver projects with high customer satisfaction
- Formulated and implemented sales strategies, client service, and retention plans, and analyzed sales data to inform or update marketing strategies.

VLCC Healthcare Ltd, Hyderabad, India

Manager

2014 – 2015

Key Accountabilities:

- Coordinated activities related to explaining services, closing sales, and designing packages.

OTHER ASSIGNMENT

Tejas Defence Academy, Hyderabad, India

Academic Counsellor

Jun 2012 – Apr 2014

EDUCATION

- MBA- HR, VITS 2016 JNTU University
- Graduate Biotechnologist, KU University 2013

PERSONAL DETAILS

- Date of Birth: 06 Aug 1990
- Nationality: Indian
- Languages Known: English, Hindi, and Telugu
- Address: 1-27-24, sant nagar , Hyderabad - *500009