

RESUME

Hima Bindu Paushaula

Mobile no: +91-8519840116

phimabindu99@gmail.com

Career Objective:

Committed to achieve professional growth by balancing the personal life and meeting the challenges while being resourceful, innovative and can expand my knowledge to work the best of my potentials.

Career Summary:

HR Executive with over 3 years of experience working in high volume human resources departments. A self-motivated and meticulous individual who is recognized throughout the department for the ability to support the recruitment process by efficiently performing checks and handling employment contracts. Versed in recruiting IT, NON-IT professionals. Expertise in the areas of General operation, negotiation, On-boarding / Off-boarding, Sourcing, Staffing, Recruiting, Head Hunting, Employee Engagement, Team Handling, Reporting, Interviewing.

Requirements Handled in IT Technologies:

- **Programming Languages:** C, C++, C#, Java, SQL, Python, PHP.
- **Microsoft Technologies:** Dot Net, C#.Net, WPF, ASP.Net, MVC, VB.Net, Net Framework, ADO.Net, VB Script, MFC, WCF, Cloud Computing.
- **Web Technologies:** Java, J2EE, Core java, JDBC, XML, HTML, CSS, JavaScript, Webservices, Swings, Hibernate etc.
- **Database:** MYSQL, MongoDB, Oracle
- **Scripting Languages:** JavaScript, Python, PowerShell, C#
- **Mobile Application Development:** Linux, React Native, JavaScript, C#
- **Cloud Technologies:** AWS, Azure.
- **Testing:** Manual Testing, Automation Testing, Regression Testing
- **Non-IT:** Business Development, HR, Accounts, Process Excellence, Sales, Marketing, IT Admin.
- **Automotive Domain:** Linux, Sheet Metal, NX, AutoCAD
Creo, CATIA, SAP, Solidworks, UG NX, Unigraphics
- **Aerospace :** Production, Design and Manufacturing

Professional Experience:

HR Recruiter

Sunwells Oxygen - Umlaut- Accenture, Bangalore

June 2022 - Present

- Handling CAD/CAE Mechanical, Electrical, Electronics, Civil & Aeronautical Engineer requirements in Automotive & Aerospace Domain.
- Coordination with Technical panel and understand the requirements, defining job positions.
- Mass hiring, job postings, Employee Referrals.
- Scheduling one to one telephonic interviews with potential candidates, organizing interviews with the panel.
- Database management of all employees sourced profiles (Summary of acquisition/Detailed acquisition Database).
- Handling employee negotiation(HR discussion) and follow up on joining, pre/posting joining formalitie (Onboarding & Seperations) by maintaining a regular communication with selected candidates to ensure smooth on boarding within the company.

HR Executive

Siemens Technologies and Services Private Limited, Bangalore

March 2020 – December 2020

Responsibilities& Achievements:

- Produce accurately and efficiently employment offer letters contracts of employment and create / send out employment offer packs in coordination with external service provider.
- Responded to inquiries by answering telephone calls, In-person questions, and emails.
- Participates in weekly training meetings with the training team
- Maintaining documents complete On boarding and Off-boarding responsibilities.
- Employee Engagement
- Hands of experience on HR platforms SPSS, GreytHR and Kredily.

And worked as freelancer on recruitments for 9Months – 2019.

HR Executive/Operations

GrayLogicTechnologies Private Limited, Hyderabad.

September 2017 – January 2019

- Create and post job descriptions according to specified instructions and ensure that advertisements are properly and timely displayed in different mediums.
- Sourcing, screening and scheduling the interviews with panel.
- Perform hiring activities and ensure that new hires are properly trained, inducted and oriented with the company and its rules and regulations.
- Make employment offers to selected candidates.
- Conductorientation sessions for new employees.
- Conduct in-house training to selected individuals when needed.
- Provide administrative support by efficiently preparing documentation and materials needed for scheduling trainings and presentations.
- Conduct employee verifications and process new hires according to internal procedure and policies.
- Involved in employee engagement activities and also experience with Human Resources Information Systems (HRIS)
- Conducting exit interviews, processing final settlements.

Academic Project:

Project Area : HR
Project Title : "Talent Acquisition in Anantha PVC pipes, Ananthapur"
Company : "Anantha PVC Pipes private Limited"
Duration : 05/2016 – 06/2016
Summary : Study on Process recruitment, Referral Program, Talent Relationship Management for developing employer branding and communicating that brand to potential candidates. Also managing candidate life cycle, from the initial application through the final job offer with effective forecast and the Study concludes with the talent acquisition team is arguably the most important driver of corporate culture and positive long term growth.

Academic Qualification:**MBA (HR & Systems) June 2017**

Sri Padmavati Mahila Visvavidyalayam

B.Com(Computer Applications) June 2015

SSBN Degree College, Sri Krishnadevaraya University.

Languages Known : Telugu, English and Hindi

Declaration

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Place: Anantapur

Date:

P. Hima Bindu