

**BALASWAMY**

HR Professional

**PHONE**

8897920270

**EMAIL**

g.baallu@gmail.com

**ADDRESS:**

H. No: 3-6-265, SBH Colony,

Venture 1, L.B. Nagar, Ranga Reddy, Hyderabad-500 074

**PROFILE SUMMARY**

* MBA HR with 05 years of professional experience in the HR functions
* Expertise in recruitment process with multi-industry experience like IT, Non-IT, Sales & Retail, US Staffing
* Experienced in conducting BGV, Onboarding and HR Induction
* Proficient in **Recruitment, Pre & Post Joining Engagement & On boarding**
* Proficiency in using job portals like Naukri, Indeed and LinkedIn blogs.
* Experience in arranging and conducting Walk-ins, Campus Hiring.
* Hands-on Exposure to HRM Automation.
* **Maintaining** positive relationships with all “customers” including candidates, hiring managers, business partners & well-developed network of candidates.



**KEY SKILLS**

* Talent Acquisition
* Retail & Sales Hiring
* Employee Engagement
* Payroll Management
* IT & Non-IT Recruitments
* Manpower Planning
* Team Management
* Report Generation
* Bulk Hiring
* Compliance Management
* Exit Interviews

**TECHINCAL SKILLS**

**Operating System:** MS-Windows 10

**Tools:** MS-Office (Word, Excel, PowerPoint, Outlook)

**WORK EXPERIENCE**

**Manager HR -Contract Role** (Jan-2021 – Till date)

**Loop Bell Tech Inc - US Staffing /HYDERABAD**

* Associate Lead HR
* Hiring US IT Recruiters, Bench Sales Recruiter & OPT Recruiting Team
* Designed and implemented HR policies and procedures.
* Business Partner as well as HR Operations role
* Payroll Processing –ADP Payroll
* Responsible for day to day office administration of correspondence.
* Single point of contact for employee queries
* Involved in process streamlining and process documentation
* Assisting timely & error free salary processing of the employees on monthly basis
* Onboarding Process

**EDUCATION**

* MBA–HR

Mahatma Gandhi University (2012)

* BA

Osmania University (2010)

* Board of Intermediate - Kerala (2005)
* Board of Secondary Education – 10th (2002)

**ASST. MANAGER - HR (Jan 2020 - Dec 2020)**

**Loop Bell Tech Inc**

* Team lead for working HR team.
* Responsible for managing the Full recruitment life cycle from understanding the requirement and furnishing them with relevant profiles**.**
* Identify candidates using different sourcing methodologies like referrals, Job search portals, and internal database and web postings.
* Should be able to build strong referral networks.
* Associating with the vendors for the relevant profiles for the requirements.
* Setting up interviews with the interview panel.
* Getting new Clients by calling them to get requirements and maintain good relationship with them.

**SENIOR EXECUTIVE - HR (Jan 2019 -Dec 2019)**

**Secunderabad Club**

* Sourcing profiles by visiting job portals, candidate referrals, job posting &amp; company database &amp; screening the CVs and conducting HR validation. Associate Lead HR, managing a division of around 520 employees.
* Generating weekly &amp; monthly recruitment reports and organizing induction programs for new joiners
* Maintaining tracker for sourcing profiles, status of candidates and other activities.
* Recording data about the interview schedules, offered candidates, pending joiners, current open positions and status of the candidates.
* Coordinate with All the Department Managers driving Employee Engagement Activities
* MIS Reports on daily basis.
* Preparing Payroll on monthly basis.

**Personal Details:**

**Date of Birth:** 12-08-1986

**Marital Status:** Married

**LANGUAGES**

* Telugu
* English
* Hindi

**HONORS & AWARDS:**

* Received promotion as HR Manager in the same Organization within 12 months
* Best Supporting award for year 2022.
* Received Promotion as Operation Manager in the Month of Jan 2023 for one of the newly established Company (Cruise Dyno Inc)

PROFESSIONAL STRENGTHS

* A sound knowledge and experience on various low cost sourcing methods.
* Ability to perform multi tasking activities.
* Proven track record of recruiting high volume recruitments and ability to work under pressure.
* Undoubted integrity, ethical standing and demonstrated commitment to values
* Self-motivated with a high level of initiative and a sense of urgency.

I hereby declare that above mentioned information is correct and true for the best of my Knowledge.

Balaswamy Gangarapu