

SHILPA MUTHYALA

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Hyderabad, Telangana, 500016

Education

Master in Business Administration (MBA) – 8/10

July 2018 – July 2020

Specialization: (HR)

Vijaya School of Business Management - Hyderabad, Telangana

Bachelor of Commerce (B. Com) – 8/10

July 2014 – July 2017

Haindavi Degree College - Hyderabad, Telangana

Skills

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|---------------------|---------------------------|
| 1. US Staffing | 7. Sourcing & Screening |
| 2. Recruitment | 8. Shortlisting |
| 3. Email Writing | 9. Advertising |
| 4. Onboarding | 10. Exit formalities |
| 5. Job posting | 11. Timesheet maintenance |
| 6. Microsoft Office | |
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Professional Experience

ATNT Global Solutions (OPC) Pvt Ltd, Begumpet Hyderabad

Jan 2024 - Present

Human Resource:

- ❖ Managed end-to-end recruitment and onboarding processes.
- ❖ Shortlisting the candidates in L1 Screening Interviews.
- ❖ Negotiating on package and releasing the offer letters.
- ❖ Address new hires queries regarding their contracts and payroll.
- ❖ Creating clear policies and employee handbooks that explain company operations.
- ❖ Monitoring employee attendance and managed leave requests, ensuring accurate records.
- ❖ Craft and send emails with information about the company and position, including work schedules, dress code and parking options.
- ❖ Confer onboarding kits (e.g. Stationery, Water bottle & stickers).
- ❖ Welcoming new employees upon their arrival and give them an office tour, & introduce to team members.
- ❖ Gather and process paperwork, like contracts and non-disclosure agreements.
- ❖ Coordinate company presentations and product demos.
- ❖ Inform employees on their first tasks (e.g. which programs to download and how to activate their accounts).

- ❖ Ensure new hires have technical assistance to properly set up their hardware and software.
- ❖ Distribute manuals, passwords and guidelines, as needed.
- ❖ Processing payroll and generated pay slips, ensuring timely and accurate salary disbursement.

MSR COSMOS LLC, Madhapur, Hyderabad

Jun 2021 - Nov 2021

HR Executive

- ❖ Hands-on experience with full life-cycle Recruiting, Sourcing, Screening responsibilities included sourcing candidates resumes.
- ❖ Sourcing profiles from Naukri according to the job profile includes, Experienced and Fresher's as well.
- ❖ Recruiting Domestic US IT, NON - IT RECRUITERS & ACCOUNT MANAGERS for Noida location.
- ❖ Shortlisting the candidates for further rounds based on their experience, communication skills, Attitude and Need of the employment.
- ❖ Collecting the required documents from the candidates to release the offer letters.
- ❖ Verifying the documents like PAN, Aadhar, Pay slips, Bank statements and previous organization details.
- ❖ Handling the onboarding formalities and updating the joining formalities in our internal portal by the candidates.
- ❖ Follow up with the Current employees, if they are facing any issues or queries related to payroll, updating the joining formalities, leave policy, holidays structure etc.
- ❖ Asking for referrals from the current employees or from the reached candidates.
- ❖ Maintaining the list of excel tracker who have been joined, offered, yet to join and exit.

Softpath System LLC, Begumpet, Hyderabad

May 2019 - Feb 2021

Technical Recruiter:

- ❖ Hands-on experience with full life-cycle recruiting, responsibilities included sourcing candidates resume, formatting resume, submitting to clients, regular follow ups, and management of the interview process and extending offers.
- ❖ Sourced profiles with use of Boolean Operators. Very strong at forming and modifying strings. Conducted sourcing via Monster, Dice, CareerBuilder and other job portals, In-house resume database Job Diva (ATS).
- ❖ Sourced potential candidates, discussed the requirement, checked their interest, negotiated pay rate and closed the candidate for the requirement.
- ❖ Formatted the resume as per client's norms and submitted in portals. Attended conferences of clients to understand better about the job requirements and tuned search accordingly.
- ❖ Made regular follow ups after submission, scheduled interviews and pre-closed after the interviews.
- ❖ Extended offers, prepared new hire sheets and confirmed starts.
- ❖ Posted and managed requirements on internet job boards, user groups and professional networking

sites (LinkedIn) to source for candidates.

- ❖ Used Microsoft Office tools daily to an advanced level in the performance of duties (Outlook, Word, Excel, and PowerPoint).
- ❖ Used Applicant Tracking system like Job Diva to source, track, and manage the hiring process of candidates.
- ❖ Mostly recruited IT Professionals ranging from Managers to technicians from backgrounds like Networking, Software, Database, Marketing, Project Managers and etc.
- ❖ Successfully review job descriptions to understand the needs of the hiring manager
- ❖ Review and understand technology, technical roles and technical skills
- ❖ Negotiate the pay rate as per W2 or else Corp-to-Corp
- ❖ Build a strong network of clients for bench placements, gain market intelligence, leverage existing talent pool for referrals and contacts.

RMS Speed Post, Begumpet, Hyderabad

Sep 2018 - Apr 2019

Data Entry:

- ❖ Collecting various letters, gift cards, passports, licenses, AADHAR cards, driving licenses, voter id, Election related letters, Bank related documents from all the post offices and recording in the database.
- ❖ Verify the Exam papers of Schools & Colleges. and send them to the particular postal address.
- ❖ Scanning the particular documents, and check all the details of the customers and pin to the postal address correctly.
- ❖ Dispatching them to all over India which relates to the address.
- ❖ And Dispatch with a particular address with city name, state and zip code to the customer.

