




# Siddhartha Majji

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## PERSONAL SUMMARY

**Associate Human Resource Manager** with a blend of both human resource and technical experience and an impressive and track record of achieving the benchmark within the stipulated time and learning new concepts which plays a key role in recruiting talented people.

Possesses good communication, negotiation and interpersonal skills including presentation experience to large and diverse audiences.

### Managing

Assess the key demand  
Induction  
Employee Engagement  
Performance Appraisal  
Mentoring

### Dynamic

Attaining goals  
Spotting opportunities  
Networking skills  
Highly motivated  
Proactive

### Smart

Tactful & diplomatic  
Negotiating skills  
Making deals  
Strategy Development  
Lateral thinker



## KEY SKILLS

### Associate HR Manager Skills

- Understanding the requirement of recruitment • Talent Acquisition • Screening the resumes
- Recruiting the best personnel, suitable for the position • Performance Appraisals for the best performer • Employee Engagement • Team Management • Training • Technical Recruiting • Performance Management • Preparing the Job Description for the role desired • Bond formalities
- Conducting Meetings • Campus Recruitment drive • Salary Negotiation • Industrial Relations
- Employee Orientation • Managing all the teams in the company • Exit Interviews.

### Managerial Skills

- Comprehensive understanding of the internal processes and organizational structure of the Company • Understanding Company's requirements • Analyzing and solving problems • Effective time and resource management • Ability to investigate and seek out alternative solutions to problems • Work closely with All teams in drawing up strategies on how to increase productivity
- Developing negotiating strategies for professionals/freelancer trainers • Developing and motivating teams to do better • Comfortable in dealing with Senior Managers or Executives • Handling a team of 2 • Timeliness



## WORK EXPERIENCE

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### **Associate Consultant HR | October 2016 – June 2017** **Deloitte Consulting US – India Pvt. Ltd.**

*Deloitte provides industry-leading audit, consulting, tax, and advisory services to many of the world's most admired brands, including 80 percent of the Fortune 500.*

#### **Client Support:**

- Effectively handle end to end recruiting processes of the candidates to the US and INDIA offices
- Partner closely with the recruiters and coordinators to understand the upcoming volumes for both campus and experienced hires to build strategies/timelines for smooth and effective on-boarding
- Internal client service management, Mailbox management.

#### **Data Analysis/Reporting:**

- Generating various reports for effective follow up with the stakeholders on the key elements of the on-boarding process.
- Generating and Publishing different type of reports from Taleo & Salesforce which includes all candidates information based on the Requisitions, Regions, Recruiters, Functions/Entities, Pre-offer status, Post-offer status, Personal details, Educational details etc.
- Preparing Business Warehouse reports, creating, posting and filling the requisitions in Taleo (RMS) for internal tracking.
- Partnering with the US National Recruiting Technology team on critical report requests.

#### **Talent Acquisition & On-boarding:**

- Accustomed to handle a team and large hiring volumes (Orientation to 500 campus starts).
- Background investigations, joining formalities, Induction, BU HR & manager meetings and communication to stake holders (Employee establishment)
- Conducting Hiring events, screening candidates and also organize in-house interviews.
- Interact with hiring managers, Recruiters, candidates and clients for smooth flow of the hiring process and reduction of pre-joining attrition.
- Designing job description and setting the specifications as for the company requirements.
- Create strategic email-campaigns, social media posts and cold calling to generate clients
- Maintaining the confidential files, dossiers and confidentiality in all the above processes.

#### **Exit Process**

- Setting up exit interviews with the candidates 2 weeks prior to the last working day.
- Updating the system with candidate details and working closely with the alumni relations team.
- Sending all relevant emails regarding the necessary document submission and work station operations.

#### **ADDITIONAL PROJECTS:**

- Blitz Program
- Salesforce
- Testing of all campus offer letter templates
- Robotics Project

**Associate Human Resource Manager| April 2015 – September 2016**  
**GreyCampus ([www.greycampus.com](http://www.greycampus.com))**

*GreyCampus primarily provides different kinds of certifications in streams like Project management, technology for the professionals to achieve higher positions in their career.*

**Job Responsibilities:**

- Understanding the requirement from the concern department
- Posting the advertisements in different Job sites (Naukri / Shine)
- Doing head hunting & getting candidates from references
- Coordinating with candidates & Technical Panel for scheduling the interviews
- Taking interviews & arranging their technical test & technical interviews
- Discussing the offer (In terms of commitment & pay package)
- Preparing offer letter & appointment letter
- Giving induction classes to the newly recruited people
- Resourcing including recruiting freelancers
- Identifying the best performer of the month and giving appraisals



**EDUCATION**

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Bachelor of Technology (Mechanical) from University College of Engineering, Vijayanagaram.  
Intermediate from NRI Junior College, Vijayawada.  
Completed SSC from Janahitha Public School, Parvathipuram.



**PROFICIENCY**

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**Operating Systems:** Windows, Linux, Android

**Softwares/Applications:** Microsoft Word, Microsoft PowerPoint, CAD

**Technical Skills:** Salesforce, Taleo Staffing Web tool, HR Online,



**PERSONAL DOSSIER**

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Date of Birth	:	25th October, 1993
Address	:	18-4-95, Church Street, Parvathipuram-535501
Linguistic Abilities	:	English, Telugu, Hindi

## REFERENCES

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Available upon request

## DECLARATION

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

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Siddhartha

