

**NANGIREDLA SUGUNA**  
**Mobile no: +91 – 8008048830**  
**Email ID: sugunan6991@gmail.com**

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### **EXECUTIVE SUMMARY**

I am a competent Human Resources Professional with 2 Year and 9 months of experience in the general areas of HR. My key responsibilities include Recruitment, Employee Engagement, HR documentation, Talent Acquisition and Client Co-ordination have built and maintained excellent relationship with the employees, co-workers, candidates and the hiring partners.

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### **PROFESSIONAL EXPÉRIENCE**

#### **3. MEDICO HEALTHCARE SERVICES AND TECHNOLOGIES**

**HR Associate from 27th September 2021 to 13th April 2022**

Job Responsibilities and Duties:

- End to end recruitment (Lateral & Vertical)
- Salary negotiations and rolling out offer letter.
- Sourcing profiles through various channels like professional networking sites, employee referrals, placement partners, Naukri, LinkedIn and advertisements.
- Profile Worked on –RCM Profiles (AR Caller, Analyst, Credentialing, Billing, Same Day Surgery Coder, Charge Poster, Payment Posting,. And all) SEO Executive, Dot Net Developer, Implementation Engineer, MIS Executive.
- Understanding and Analyzing Business/Project Requirements.
- Job Posting on portals with job details, Coordinating Campus Drives & off Campus Drives.
- Documentation, Background verification, PHO, Joining formalities and HR induction.
- Conducting Rewards & Recognition.
- Attendance and leave management
- Employee engagement activities.

#### **2. SQUARE YARDS PVT LTD.**

**HR Executive from October 2020 to May 2021**

Job Responsibilities and Duties:

- Heading Talent Acquisition/Recruitment for Hyderabad, Vizag and Vijayawada.

- Sourcing candidates from Job portals.
- Training and development.
- Performance Appraisal and Management.
- Employee and Labor Relations.
- Compliance Management.
- Coordinating Campus Drives.
- Bulk hiring.
- Screening candidates.
- Showcase profiles for further rounds as per skills set.
- Documentation, Background verification, PHO, Joining formalities and HR induction

## 1. **AXIS SERVICES, Hyderabad India**

**Recruiter (May 03<sup>rd</sup> 2018 – Dec 14<sup>th</sup> 2019)**

- Worked with the different clients in recruitment - Genpact, Sutherland Global Services, R1RCM, Q-connect, Teleperformance, Karvy, Sri ram Life insurance, Tech Mahendra, Wipro , Concentrix , AGS,IKS.
- Sourcing through different channels including job Portals (Shine, Naukri,Linkedin), Database,
- Referrals, Social Media
- Telephonic screening of the profiles checking for Technical Fitment, Behavioral Fitment, Stability etc.
- Handling the multiple Industry.
- Managing the Employee referral Pipeline end to end from sourcing to onboard.
- Managing the Employee referral help line call and closing the Employee query with i n the SLA and giving the resolutions.
- Processing the Inactive Pipeline with the current open demands.
- Branding of Employee referral channel and connecting with the projects every 3 months.
- Provide Market Research and mapping for ongoing and new recruitment requirements.
- Working with the Delivery Lead to prioritize the Employee referral pipeline.
- Helping the new joiners in the team in learning and understanding the work.
- Coordinating mega weekend drives.

## **EDUCATION**

Graduation (B.com - Commerce) from MVR Visakhapatnam in the year 2017 with 67%.

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## **PERSONAL INTEREST AND OTHER ACTIVITIES**

- Attended 25<sup>th</sup> **National Adventure Camp** held in Pachmarhi (Madhya Pradesh)
- Attended Scouts and Guides **Rajya Puraskar** Campaign.
- Attended **NATIONAL JAMBOREE CAMP** held in Hyderabad.

## **PERSONAL PROFILE**

Name : Nangiredla Suguna

Address : Sai Krupa Women's PG, Madhapur Hyderabad  
500081  
Date of Birth : 26 Dec 1996  
Gender : Female.  
Marital Status : Single.  
Languages Known : English, Hindi and  
Telugu. Nationality : Indian.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:** Hyderabad

**(N. SUGUNA)**