

RAM CHARAN SAI TIPPALURU

Location: Al Mankool, Dubai

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Human Resource Professional

Proactive and Enthusiastic Professional offering 2 years of admirable experience in end-to-end recruitment, handling payroll, maintain accurate employee records, including staff files, and other HR documentation. Skilled in Employee Relation with passion to lead, inspire and develop others. Having strong business acumen and proven track record of successful HR process execution. Strategic thinker with ability to achieve results while building relationships at all levels in the organization. Strong interpersonal skill with proven ability to communicate, influence and motivate teammates and individuals to deliver business results. Specialize in serving as a consultant to management on human resources-related issues. Confident communicator who is resilient to pressure and can remain calm and clear minded. Natural organizer who can multitask whilst a complex and high volume of work. Possess unparalleled work- ethics and willing to work in a challenging environment that would facilitate continuous learning and exposure to new ideas which will stimulate professional, personal and organizational growth.

CORE COMPETENCIES

Talent Acquisition | Interviewing & Screening | Onboarding | Payroll Management | Employee Engagement | Performance Management | Team Handling | Relationship Building | Sales and Marketing | Familiar with UAE Labour Laws | Process Improvement | Client Acquisition & Retention | Business Development | Promotion

CAREER PROGRESSION

Randstad Sourceright – Hyderabad - India | Jun'22 – Dec'22

Staffing Specialist – Screener (HR)

Client Exposure: **Google**

- Responsible for sourcing candidates from resume database, various job portals, LinkedIn and other sources according to the calibrations given by the Client.
- Reviewed, screened and evaluated an average of 3000 applications per month.
- Screened applications from institutes like – MIT, IIT, BHU
- Connected with high potential candidates and schedule online interviews.
- Provided assistance to team and senior as requested and maintain new recruit success above 95%
- Responsible for hands-on recruiting efforts and using software for applicant tracking.

Echoboom Management & Entrepreneurial Solutions Private Limited, Hyderabad- India | April'21 – May'22

Human Resources Executive

- Reviewed resumes and applications as part of the recruitment process with the help of portals like **Naukri, LinkedIn, shine and monster**.
- Conducted recruitment interviews and contributed insights during hiring.
- Managed HR records including payouts and employee details for **contract signing**.
- Oversaw workplace safety concerns.
- Provided inputs for associate payouts.
- Maintained updated communication channels.
- Prepared and submitted HR letters/documents as required, consulting with management.
- Processed timely salary distributions, bonuses, increments, leave encashment, and settlements.
- Facilitated new employee **onboarding procedures**.
- Maintained and updated the master database for each employee.
- Addressed employee grievances and queries effectively.
- Drafted letters including offer and confirmation letters.
- Conducted exit formalities for departing employees and documented appropriately.
- Regularly reviewed and updated job descriptions in consultation with managers

Achievements:

- Awarded with "HR of the Month"- for 6 months.
- Conducted a Recruitment Drive in my college campus and hired 5 people for the company.

Cherish HR Services, Hyderabad – India | Jan'21 – Mar'21

Corporate Recruiter

- Hired the most qualified candidates for positions in multiple different practices for Big 5.
- Established recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Involved in end-to-end recruitment process – Job Posting, Interview and Selection of candidates for various levels of position.
- Sourced, screened, evaluated and selected candidates through a structured recruitment process designed to obtain the best candidate.
- Sourced candidates from **Naukri, Monster, Indeed & LinkedIn**.
- Informed applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies and other related information.
- Collaborated with team throughout the recruitment process and generated qualified candidates through cost-effective efforts.

PROJECTS

Marketing in a Global Age

- Done research on startup company: Oddbox-cw1. It works on Farm-Fresh Colorful Fruit & Veg Rescued from Going to Waste and Reduce Food Waste.
- Worked on expanding operations and developed Marketing plan.
- Framed strategies and worked on control and monitoring process, provided recommendations and contingency plan.
- Developed a marketing plan for odd box a UK based sustainable grocery delivery company and the objective was to increase customer acquisition by 20% and increase social media engagement by 30% within next 6 months-cw2.

Leadership

- Done research on CW Entrepreneurship and innovation - official charity of Chelsea and Westminster Hospital NHS Foundation Trust.
- Explore and evaluated the leadership styles and skills and behaviour required for a CEO and analysis of the role and impact of leadership in shaping and influencing organisational culture in a VUCA global environment.

Entrepreneurship & Innovation

- Proposed a startup idea and elevated how to support and implement through entrepreneurship at Randstad.

Organizational Behavior

- Research done on Analysis of Organizational Behavioural Issues and Challenges at Procter & Gamble.
- Done deep research on organizational behaviour approaches, theories, and concepts, highlighting its effective EDI and employee engagement initiatives. Additionally, it evaluates P&G's strategic leadership, change management practices, and recent sustainable packaging initiative.
- Aim of this project was to provide recommendations to promote a diverse and inclusive work environment, foster innovation, and adapt to future challenges. Overall, this comprehensive analysis offers valuable insights into the evolving world of work and organizational dynamics.

EDUCATION

Masters in Global Business & Administration | 2023 – 2024

Coventry University, London Campus, UK

Expected Graduation: April 2024

Bachelor's in business administration | 2018 – 2021

Sun International Institute of Technology and Management, Hyderabad - India

PERSONALITY TRAITS

Critical Thinking | Team Leadership | Problem Solving | Cognitive | Attention to Details | Active Listener |
Conscientiousness | Integrity | Flexible | Accountability.

PERSONAL DETAILS

Date of Birth: 27th January, 2000 | Languages: English, Hindi, Telugu | Hobbies: Podcast, Football, Cricket
Nationality: Indian | Visa Status: Visit Visa | Certificates Attested