

DINAKAR PASUPULETI

Human Resources Professional

📞 7013542364 @ dinakar6667@gmail.com 📍 Bangalore



SUMMARY

I am a dedicated HR professional with 2 years of experience in Human Resource management across diverse industries. I specialize in talent acquisition, recruitment, and creating a positive workplace culture while ensuring compliance with policies and streamlining HR processes. My strong adaptability and communication skills foster effective team collaboration, and my technical proficiency supports seamless HR operations.

EXPERIENCE

Human Resources

Renaura Wellness Pvt Ltd

📅 01/2024 - Present

- Conducted telephonic and in-person interviews to evaluate candidate qualifications and gather necessary details.
- Scheduled and coordinated interviews with hiring managers and stakeholders.
- Performed HR administrative tasks, including maintaining and updating employee records.
- Managed IT sourcing and candidate selection in collaboration with the team.
- Administered employee benefits and handled payroll discrepancies.
- Collaborated with hiring managers to understand job requirements and align recruitment strategies.
- Partnered with HR team members to streamline and optimize recruitment processes.
- Ensured compliance with HR policies throughout recruitment and onboarding processes.
- Represented the company at job fairs in reputed colleges and recruitment events.

HR Admin

Shreeja Mahila Milk Producer Company

📅 08/2019 - 02/2021

- Conducted resume screening for specific roles.
- Hired Sales Manager candidates and facilitated interviews.
- END to END recruitment process and sourcing.
- Utilized LinkedIn and Naukri.com for candidate sourcing.
- Managed candidate databases and client meetings.
- Coordinated onboarding process with selected candidates and company stakeholders.

KEY ACHIEVEMENTS

★ Recruitment Efficiency Boost

Enhanced recruitment efficiency by 30% through process optimization.

★ Interview Coordination

Conducted 50+ interviews monthly, reducing hire time by 20%.

★ Onboarding Process Improvement

Streamlined onboarding process, increasing employee retention by 15%.

★ Payroll System Implementation

Implemented a new payroll system, reducing errors by 25%.

EDUCATION

MBA

M S Ramaiah College of Arts Science & Commerce

📅 01/2022 - 01/2024 📍 Bangalore

B.Tech

College of Dairy Technology, Kamoreddy

📅 08/2015 - 05/2019 📍 Kamareddy

Intermediate

Sri Chaitanya Junior College

📅 06/2013 - 03/2015 📍 Hyderabad

SKILLS

Excel Sourcing Screening

Recruitment Data Analysis

Onboarding GreytHR MAssist

Field Sense ZoHo Adaptability

Team Management Conflict Resolution

PROJECTS

INGLU

📅 08/2023 - 10/2023

Internship focusing on HR recruiting processes.

- Conducted candidate sourcing.
- Scheduled interviews.

Vijay Dairy

📅 01/2019 - 05/2019 📍 Hyderabad

Internship focused on production management in dairy industry.

- Managed production coordination.
- Assisted in plant management.
- Improved operational efficiency through coordination.

CERTIFICATION

Advanced Human Resources Management

Advanced course in human resources management techniques and strategies.

Digital Marketing Expertise

Skills in digital marketing strategies and online presence enhancement.

NSS Certification

Certification from the National Service Scheme indicating participation in community service.