

Tadepally Leela Mrunalini
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Summary

Versatile professional with experience as a Yoga Trainer, in Educational Administration, and in Human Resources. Seeking a role that allows me to combine my skills in wellness, organization, and employee support to contribute to a thriving and balanced environment.

EXPERIENCE

Yoga Trainer

Navyoga International Academy – [Hyderabad]

- Conducted daily yoga sessions for groups and individuals. Designed tailored yoga plans focusing on flexibility, posture correction, stress relief, and general well-being.
- Educated and conducted classes for clients on the breathing techniques (Pranayama) and meditation. Received positive feedback for compassionate, patient-centred teaching style. Assisted in organizing wellness workshops and events.

Human Resource Executive-August 2019-Feb 2023

HelloFello Studios

- Collaborated with high-level management to understand skills required for opening positions or projects. Sourced candidates from LinkedIn, Dribbble, and Behance for Branding and UI/UX Design profiles. Conducted background checks and employment eligibility verifications. Administered onboarding, payroll, exit formalities, and other HR administration activities.
- Facilitated workshops conducted by management by creating PowerPoint presentations and assisting with people management. Act as a first-line support for top-level management, providing timely assistance and addressing inquiries.

Associate–Talent Acquisition-Nov 2014-Feb 2017

Deloitte Consulting LLP

- Led sourcing efforts for UX/UI, Visual Designer, and network and security profiles in both US and India. Utilized job boards, LinkedIn, and RMS (Taleo) for candidate sourcing. Maintained a comprehensive database of candidate resumes for future reference. Conducted thorough screening and evaluation of candidates, assessing employment history, education, technical acumen, salary details, and notice period. Collaborated with US teams to understand hiring requirements and job specifications.

Technical Recruiter-HR-Sep 2013-Oct 2014

Randstad Technologies US

- Managed the complete recruitment life cycle, from sourcing to placement, ensuring the right fit for each position. Successfully sourced and recruited candidates for a variety of IT and non-IT roles, including desktops, networks, servers, telecommunication, project managers (non-IT), and software services by utilizing various sourcing methods, such as job boards, social media, and networking, to attract qualified candidates.
- Conducted interviews and negotiations with the candidates in the respective area. Collaborated with hiring managers to understand staffing needs and provide strategic recruitment solutions

Recruiter/Admin-HR-Jan 2013-Aug 2013

Axiom Commerce Solutions

- Utilized various sourcing methods, including job postings, job boards (Naukri, Monster), social websites (LinkedIn, Facebook), Bullhorn research, and reference groups to attract qualified applicants.
- Screened and communicated with candidates to assess their suitability for open positions, evaluating factors such as employment history, salary negotiations, and notice periods. Provided extensive support for network and security positions, ensuring timely recruitment and onboarding.
- Collaborated with hiring managers to schedule interviews and facilitated the documentation process, including contracts and non-disclosure agreements (NDA). Supported the organization in administrative tasks, such as leave management, payroll, and office maintenance.

EDUCATION

MBA-HR Malla Reddy Engineering Year-2012. Scored- 75%.

BCom Computers Bharat Degree College Year-2010 Scored- 61%

AWARDS

Best Fresher in Staffing Team-2013.

Deloitte spot award for client relation

Certificates

Yoga Teacher Training Certification (200 HRS)

Diploma in Educational Administration & Management

Languages Known

English, Hindi, Telugu, Tamil (Fluent)

Kannada (Beginner)