

Tadepally Leela Mrunalini

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Professional Summary

Versatile professional with experience in **Human Resource and administration**. Skilled in team coordination, recruitment, and process optimization. I am eager to grow professionally while making a meaningful contribution to the institution's success.

I am now actively seeking opportunities in **HR and administrative** roles. Meanwhile, to stay professionally engaged and build on my interpersonal strengths, I have been working as a Yoga Trainer.

EXPERIENCE

HelloFello Studios- August 2019-Feb 2022

Human Resource Executive

- Handled end-to-end recruitment and HR operations including hiring, onboarding, payroll, exit formalities, and background checks, while efficiently managing key office administration tasks.
- Streamlined candidate sourcing and coordination through platforms like LinkedIn, Dribbble, and Behance; organized interviews, training, and team meetings across departments and stakeholders.
- Maintained accurate HR records such as attendance, leave, and payroll, while managing front-desk operations, vendor/client communication, and internal updates.
- Generated timely administrative reports for leadership review and collaborated with senior teams to design HR workshops and align hiring strategies with project needs.

Deloitte Consulting LLP- Nov 2014-Feb 2017

Associate –Talent Acquisition

- Led recruitment for design(UX/UI/Visual) and tech roles(network/Security) and in India and US markets.
- Worked closely with US teams to understand role requirements and project needs.
- Evaluated candidates on technical and soft skills, ensuring cultural fit and role alignment.
- Maintain a database of the candidates for future references or open positions.

Randstad Technologies US-Sep 2013-Oct 2014
Technical Recruiter-HR

- As a full cycle recruiter, involved in sourcing, screening, interviewing, presenting, and placing the candidate in the right position as per the job requirement.
- Sourcing for IT and Non-IT requirements including desktops, networks, servers, telecommunication, project managers (non-IT), and software services, by placing Job advertisements in Job boards and social sites (LinkedIn, facebook) and through reference groups.
- Managing the presentation, selection, offer negotiation, closing and administrative components for internal hiring.

Axiom Commerce Solutions-Jan 2013-Aug 2013
Recruiter/Admin-HR

- Sourced high-quality candidates through targeted job postings (Naukri, Monster), social platforms (LinkedIn, Facebook), Bullhorn research, and employee referrals.
- Evaluated applicants by reviewing employment history, conducting background checks, negotiating salary and notice periods, and ensuring a seamless candidate experience.
- Coordinated with hiring managers to schedule interviews, prepare offer letters and NDAs, and manage all recruitment documentation.
- Streamlined office administration by processing payroll, tracking leave and attendance, maintaining accurate HR records, and overseeing front-desk operations and vendor communications.

AWARDS

Best Fresher in Staffing Team-2013

Deloitte spot award for client relation.

EDUCATION

MBA-Human Resource

Mallareddy Engineering Year-2012. Scored - 75%.

Bcom Computers

Bharat Degree College Year-2010 Scored - 61%

CERTIFICATION

Diploma in Educational Administration & Management

200-Hour Yoga Teacher Training Certification

LANGUAGES KNOWN: English, Hindi, Telugu, Tamil.