

ABHIGNA THOTA

HR Associate

 +91 9640840010  Hyderabad 500081, India  abhignathota1026@gmail.com

About Me

Results-driven HR Associate with Recruitment & Staffing Professional expertise in talent acquisition, consultant hiring, and contract management. Proven track record in leveraging advanced recruitment technologies (Workday, Naukri, LinkedIn Recruiter) to identify and onboard top talent. Skilled in C2H (Contract-to-Hire) consultant placements, sub-vending coordination, and contract negotiation. Recognized as Best Performer of the Month (July 2025) for exceptional recruitment outcomes and candidate satisfaction. Strong background in organizational development, employee lifecycle management, and strategic workforce planning.

Core Components

- Recruitment & Talent Acquisition:
 - Full-cycle recruitment and talent sourcing
 - Candidate screening and interview coordination
 - C2H (Contract-to-Hire) consultant hiring and onboarding
 - Sub-vending management and vendor coordination
 - Candidate relationship management and follow-up
- HR Technologies & Platforms:
 - Workday Recruiting (ATS, Analytics, Job Posting)
 - Kredily (Payroll Processing, Payslips, Employee Database, Leave Management, Compliance)
 - ESSL (Attendance Tracking, Shift/Roster Setup, Reports)
 - LinkedIn Recruiter & Sales Navigator | Naukri RMS
- HR Operations & Administration:
 - Offer letter generation and documentation
 - Background verification coordination
 - Statutory compliance and documentation
 - Employee lifecycle management
 - Attendance & Roster Management
- Staffing & Vendor Management:
 - Sub-vendor coordination and performance tracking
 - C2H program administration
 - Budget management and cost optimization
 - SLA monitoring and vendor compliance
 - Resource allocation and workforce planning
- Soft Skills:
 - Stakeholder communication and relationship building
 - Problem-solving and conflict resolution
 - Time management and multi-tasking
 - Cross-functional collaboration
 - Presentation and reporting skills

EXPERIENCE

Jan 2025 – Present

NeuroverseAI Pvt. Ltd. , Hyderabad

NeuroVerseAI is a leading SAP consulting firm committed to driving growth for ambitious companies through customized SAP ERP solutions, SAP SuccessFactors HR implementations, and AI-driven staffing services. With offices in India and the USA (Texas), NeuroverseAI specializes in delivering enterprise-grade SAP consulting, staff augmentation, and innovative AI/ML solutions.

HR Associate –

- Best Performer of the Month (July 2025): Recognized for exceptional recruitment performance.
- Managed full-cycle recruitment for 15+ open positions across IT (SAP, ServiceNow), Finance, and Operations departments
- Successfully hired and onboarded 40+ C2H consultants.
- Coordinated sub-vending activities with 5+ staffing vendors, ensuring SLA compliance and cost optimization
- LinkedIn Recruiter Campaigns: Launched targeted recruitment drives using LinkedIn Recruiter, resulting in 60+ qualified candidates and 12+ hires
- Employee Engagement: Coordinated corporate events, professional summits, and engagement activities boosting team morale
- Naukri Management: Posted 25+ job openings on Naukri, sourced candidates from database, and maintained 40% response rate for critical roles
- Managed recruitment budgets optimizing cost-per-hire metrics
- Coordinated background verification and offer letter processes for 50+ candidates
- Kredily Payroll: Processed payroll, generated payslips, managed employee database, leave tracking, compliance calculations
- ESSL Attendance: Configured shift/roster management, attendance tracking, compliance reports
- Collaborated with hiring managers to define job profiles and competency requirements

Jun 2024 – July 2024

Sangharsh Empowerment Foundation
HR Intern–

- Participated in talent acquisition strategy meetings with senior leadership.
- Screened 40+ applications across multiple departments and roles.
- Created and posted job advertisements on LinkedIn for diverse positions.

Education

2022 – 2025

GITAM University,
Hyderabad

Bachelor of Business Administration (BBA)

CGPA: 9.1

- Event Lead – Lakshya (Sports Event): managed event coordination, budget planning, and team execution.
- Event Lead – Homecoming Event (BBA Department): led volunteer team management, cross-functional coordination, and budget planning.

Achievements

- Best Performer of the Month – July 2025
 - Recognized for outstanding recruitment metrics, highest placements, and candidate satisfaction
 - Achieved 30+ successful placements in single month across multiple departments
 - High-Volume Recruitment Success
 - Successfully managed recruitment for 40+ positions in FY2025
 - Maintained 90%+ on-time hiring rate and 85% candidate-to-permanent conversion
- Vendor & Vendor Management Excellence
 - Coordinated 5+ sub-vendors with 98% SLA compliance
 - Reduced time-to-hire by 30% through contract negotiation optimization

Professional Certifications:

-
- Accenture UK – Strategy Consulting | Forage | [\(Click here\)](#)
 - BCG – Strategy Consulting | Forage | [\(Click here\)](#)
 - BCG – Data for Decision Maker | Forage | [\(Click here\)](#)
 - Preparing to Manage Human Resources | U Minnesota | [\(Click here\)](#)
 - English for Career Development | U Pennsylvania | [\(Click here\)](#)
 - Effective Problem-Solving | UC Irvine | [\(Click here\)](#)
 - Everyday Excel Specialization | U Colorado | [\(Click here\)](#)
 - Financial Accounting: Foundations | U Illinois | [\(Click here\)](#)

Declaration: I hereby declare that all information provided above is true and accurate to the best of my knowledge and belief.
