

**Rekha Galipelly**  
**Senior Process Associate**

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**Professional Summary**

Experienced IT Recruiter with **6 months** and handling end-to-end recruitment, specializing in bulk hiring, interview scheduling, and follow-ups to ensure candidate retention. Proven track record in recruiting for roles across Development.

**Employment Details**

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**IT-Recruiter at Foray Software Pvt Ltd**

**December 2018 – May 2019**

Client-TCS (Tata consultancy services)

- Post job requirements on Naukri, Career Portal and screen profiles, check eligibility criteria, and schedule interviews. Coordinate interviews, screen profiles, evaluate eligibility, and organize further rounds based on feedback.
- Plan weekday and weekend drives, align candidates with project needs, and clearly communicate roles and responsibilities. Updating status report every day and maintaining weekly and monthly database.

**Professional Summary**

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Experienced **Process Associate** with **3 years** of dedicated service at Waymo Mapping, specializing in labeling, verification, and meta processes. Proficient in maintaining high-quality standards while ensuring accuracy and efficiency.

**Employment Details**

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**Senior process associate at Wipro technologies India**

**February 2020 - January 2023**

Client-Google

- Analyzing and editing data as per prescribed policies and worked on testing of the tool how it works on daily basis.
- Maintained 100% production and quality targets. Worked on multiple processes across the project. Handling escalations whenever required and resolving the grievance.
- Supports and suggest ideas to develop the process tool. Generating lead.

**Education Details**

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Bachelor of technologies (ECE) from Vaageswari College of Engineering. 2014-2018

Intermediate Mpc from Alphores Junior College. 2012-2014

SSC from Secondary board School Vani Vidhyalayam High School. 2002-2012

**Technical skills**

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- MS Office (Word & Excel & Outlook & Power point & Vlookups & Xlookups & Pivot table).
- Basic Knowledge of payroll & Accounts.
- Good Typing Skills.
- Good interpersonal Skills.

**Achievements**

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Awarded best employee at Wipro for exceptional performance as a verifier.

My biggest achievement in life is surely having 100% faith and belief in myself.

**Languages**

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- English & Telugu & Hindi.