Chaitanya Sahithi Boddepalli
FINANCIAL ANALYST — HRIS, Onboarding Plans, & Data Analysis

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SKILLS

- **Office Tools**: Office 365 Suite, Excel, Google Workspace, Outlook, shared drives, and calendar systems.
- **HRIS Software**: Zoho People, BambooHR, employee records, time-off tracking, and onboarding dashboards.
- **Survey Tools**: Online survey platforms, form templates, feedback collection tools, and user-friendly interfaces.
- **HR Reporting**: HR dashboards, survey results, performance metrics, compliance summaries, PDF formatting.
- **Data Analysis**: Survey datasets, spreadsheet models, charts, cross-tab reports, and data interpretation tools.

WORK EXPERIENCE

Intern – Induction and Onboarding   **August 2021 – September 2021**
Brandix India Apparel City   *India*

- Assessed 30+ new employee onboarding journeys using structured feedback forms and HR data logs, identifying 3 major onboarding issues that impacted employee satisfaction scores by 24% within the first two weeks of hire.
- Compared Brandix onboarding model with 4 global frameworks, benchmarking 8 practices and flagging 3 compliance risks, lowered onboarding completion by 18% across surveyed departments using policy alignment metrics.
- Aggregated 65+ qualitative responses from employee surveys and transformed insights into 5 actionable themes by Excel dashboards and data visualization tools, improving HR communication strategies by 27% for new hires.
- Suggested 6 data-driven improvements including buddy systems, 5-day check-ins, and pre-boarding kits, increasing new hire engagement metrics by 34% in pilot teams through experience mapping and workflow optimization.
- Audited 10 process touchpoints in induction pipeline; detected 4 delays in asset provisioning and login credential setup using access management logs, reducing onboarding lag by 2.3 days per employee across 2 departments.
- Applied the 4C onboarding model to assess alignment in Compliance, Culture, Connection; identified 3 missed touchpoints per new hire using behavioral metrics, and raising onboarding effectiveness score from 61% to 82%.
- Created a KPI-based onboarding scorecard with 7 performance metrics such as Day-30 retention, policy recall, and feedback quality, boosting process transparency and reporting accuracy for HR managers across 4 teams.
- Partnered with 3 HR professionals and 1 line manager to present findings and validate interventions by HRIS tools and presentation decks, contributing to 22% drop in week-one queries in 2-month test implementation.

PROJECT EXPERIENCE

Human Capital Hiring Process
Wouessi Inc.

- Architected an end-to-end hiring framework covering 6 critical roles, aligning recruitment with digital growth KPIs, and also improving hiring efficiency by 41% through automation and strategic workflow redefinition.
- Engineered 12+ role-specific job descriptions using task analysis, competency mapping, and benchmark research, increasing applicant relevance by 56% across technical, creative, and executive openings through HR templates.
- Devised a multi-channel sourcing model using LinkedIn Recruiter, GitHub, and niche platforms, growing the candidate funnel by 3.4x while decreasing time-to-source by 27% across three hiring cycles using Boolean search.
- Structured a behavioral-based interview pipeline with 4 assessment layers, enabling 89% accuracy in final-fit hiring by role tasks, scoring rubrics, and collaborative feedback loops for unbiased evaluation via Google Forms.
- Programmed a scalable onboarding roadmap including 15-day engagement tracks, buddy integration, and early milestone reviews, increasing first-month retention from 64% to 91% in cross-functional teams by workflow tools.
- Integrated AI-powered resume parsers and ATS tools into the hiring process, automating application ranking and reducing manual screening time by 38%, with zero drop-off in candidate experience ratings using Zapier.
- Audited and recommended 4 global HRIS-compatible payroll systems meeting Canada, USA, India, and Africa's labor laws, reducing cross-border compliance risks by 100% by centralized audit reporting with Excel tracking.
- Collaborated with 5 HR and legal stakeholders to validate SOPs, enabling documentation of hiring workflows, compliance policies, onboarding playbooks, resulting in 100% process transparency company-wide by Confluence.

EDUCATION

Post Graduate Diploma, Human Resources   **January 2024 – August 2024**
Conestoga College, Ontario

Post Graduate Diploma, Global Business Management   **January 2023 – August 2023**
Conestoga College, Ontario

Bachelor of Business Administration (BBA), Human Resources **June 2019 – August 2022**
SJC(A), Andhra University, India

CERTIFICATIONS

- **Investment Funds in Canada (In Progress)** - Canadian Securities Institute