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Applying and continuously upgrading my intellectual skills in the ever-changing field of Talent Acquisition, Sourcing and Recruitment learning through every available opportunity and making every assignment count in terms of personal development, value addition to my knowledge and to the organization.

**Focus:** Trying to do what's necessary to make my team happy and successful.

## Summary:

- Mastering LinkedIn Recruiting certified Highly organized detail Oriented Experienced multi-skilled Team Lead Talent Acquisition Manager with 11.5 years of experience in all facets of Recruitment including Talent Acquisition, Talent Management, Talent Engagement, Stakeholder Management and Competency Management, with a demonstrated history of working in the information technology and services industry, Healthcare, and Consulting domain.
- Revamped Sourcing strategy with investments in Regional Job Boards, Talent Pool Creation, Vendor and Social Media Strategy. Experience in sourcing through LinkedIn, Recruiter platform & LinkedIn Recruiting Tools, LinkedIn searches, Taleo, Naukri.com, Monster, indeed, ATS (Turbo-Hire), Google Search & X-Ray search, Chrome recruiting extensions (Lusha, Hiretul, Prophet, Contactout), Recruit'em (X- Ray Search, Google Plus, Google Search Engine, Twitter, Facebook, Source Hub-Social Talent).
- Hands on experience in Talent Acquisition strategies, full Sourcing & Recruitment life cycle including, Profiles sourcing & Development, Initial screening, interviewing Documentation, Skills assessment, negotiating salaries, extending offers and closing the demands of Clients, On-boarding, Performance Management, Compensation & Benefits.
- Stakeholder Management: Have weekly interactions with hiring managers and key stakeholders to understand the business requirements at Micro-level & successfully partner with Stakeholders businesses on diverse, end-to-end operations with a proven ability to manage Small- & large-scale people processes.
- Experienced in employee engagement, client management, Vendor Management System VMS, Team Management, Applicant Tracking Management System ATS, Stakeholder management, Account

management and reporting, Social Media management system, Talent Mapping, Talent Hunting, Organizational Chart development & Leadership Hiring.

- My expertise lies in delivering top notch recruiter experience, managing process improvement.
- I'm highly motivated, dedicated and goal-oriented human resource professional with experience encompassing Corporate, agency, Start-up & Low-Mid-full life cycle recruiting. Proven track record of exceeding expectations by delivering top quality talent to hiring teams. Involved in referral programs, Campus & Diversity hiring, employer Branding Events.
- Worked closely with the stake holders in Planning, Forecasting, understanding, and executing the hiring needs of Business units also worked closely with the Managers & Sales Leadership team to identify and document their hiring needs, maintaining daily basis client master trackers regarding open positions, JD, rate/salary, status, action, confirmation, feedback etc.
- Demonstrated skills in building and maintaining diverse technical pipeline, requirements assessment, sourcing, interviewing, resume marketing and sales, maintaining long-term candidate relationships, working with account management and clients, hourly/salary and benefit negotiations, closing, and maintaining candidate/consultant relationships.
- Seeking an opportunity to move a step ahead in my career in Talent acquisition/Recruitment with a highly respected organization focused on creating strong internal teams.
- Experience in assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies.
- Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

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## Experience

**VISIONARY SOFTWARE SYSTEMS INDIA PVT.LTD, JULY 2022 – PRESENT**  
**Assistant Manager- Talent Acquisition & Human Resource**

- Manage entire Recruitment process & hands on experience in Talent Acquisition strategies, full Sourcing & Recruitment life cycle including Recruitment, Profiles sourcing & Development, Initial screening,

interviewing Documentation, Skills assessment, negotiating salaries, extending offers, and closing the demands of Clients, On-boarding, interviews and offers, background check, placement, and timesheets

- Mentored new people in the team, making sure they follow full process to achieve their KRA and KPI.
- Proficient sourcing and end to end recruitment of quality talent via cold calls, referrals, networking, Boolean searches, X-Ray search's, ATS, social professional networks, job boards and company websites
- Involved in handling KRA / KPI Management & Performance Analysis of the Personnel Team with leads and managers & performed as functional bridge amongst external vendors as well as internal stakeholders.
- Worked closely with the Managers & Sales Leadership team to identify and document their hiring needs, maintaining daily basis client master trackers regarding open positions, JD, rate/salary, status, action, confirmation, feedback etc.
- Performing all Talent Acquisition activities Leave Management Taking care of the entire documentation process.
- Mentored new people in the team, making sure they follow full process to achieve their KRA and KPI
- Vendor Management, Follow Up with all the vendors for Recruitment Hiring Senior Level Employees Managing entire recruitment cycle / Process.
- Well versed with sourcing techniques like Boolean search, mass mailing Job description to Vendors, searching through internal database and referrals.
- Source candidates using internal database, various Internet sites such as Naukri, Monster, Google Search, LinkedIn, LinkedIn Recruiter, Indeed, Recruit'em (X- Ray Search, Stack Overflow, Google Plus, GitHub, Twitter, Facebook, Source Hub-Social Talent) and job fairs to fill job orders.
- Validation of sourced resumes & Maintaining MIS Reports
- Responsible for team performance and making their daily and weekly performance reports
- Interacting with all Hiring Managers and understanding the requirements.
- Actively involved in sourcing for critical, leadership and hard to fill 'Niche' positions
- Responsible for ensuring 100% on Demand V/s Fulfilment
- Responsible to meet the quality of Hire.
- Handling a team of 10 Recruiters.
- Was part of Transitions for New Business
- Successfully implemented Competency Based Hiring resulting in higher training throughput.
- Optimized most cost-effective throughput from the channel mix of resourcing; ensured a right mix of hires through all sources with end-to-end design of on-campus / off-campus recruitment drives

- Reduced 0-30 day's attrition while hiring the right candidate with right expectation
- Developed & set-up reporting dashboards

#### **JULY 2020 – 2022**

#### **Senior Talent Acquisition & Human Resource/ VISIONARY SOFTWARE SYSTEMS INDIA PVT.LTD**

- Talent Acquisition/ Recruitment: Familiar with full cycle recruitment
- Induction & On-Boarding:
- Attendance Management
- Employee Engagement
- Maintaining database & Helping peers with day to day activities
- Closely working with reporting manager for running out the HR responsibilities efficiently.
- Working closely with hiring managers to define recruitment needs and plan the hiring process
- Following the hiring goals (e.g. Monthly, Quarterly and Annually).
- Tracking recruitment process, like time to hire, source of hire and time to fill
- Managing all communication with candidates from the moment they apply until they get onboard
- Sourcing candidates on job boards, resume databases, professional networks and through referrals
- Interviewing candidates at various stages of the hiring process (phone screening calls, video interviews and in-person meetings)
- Using skill assessment tools and tests to screen candidates.
- Hands on experience with Application Tracking System (ATS) like TurboHire.
- Cold-calling and qualifying candidates utilizing position specific matrix, formatting resumes for presentation to clients, submitting top candidates through client online submittal process, etc.
- Handled sourcing, recruiting, screening, formatting resumes, submitting to the client, arranging interviews and placing candidates for various positions.

#### **DELOITTE SUPPORT SERVICE INDIA PVT. LTD (CORE TALENT SERVICES), July 2017 – May 2020**

#### **Resources Management- Analyst (Workforce Planning- Talent Management)**

- Manage resource request for the assigned service area/ Service Line/Region by validating the requirements by utilizing all the resource management tools & Deloitte resources to identify candidates & develop creative staffing solutions for open resource requests.
- Publish key resource management metrics to the counterparts & how these reports impact the practice financial metrics. Like:
  - *Employee's availability Metrics*
  - *Dashboard Metrics to the leadership*
  - *New Hires Report*
  - *Forecasting report/ROC Report*
  - *Bench Report*

- *Deployable & Non-Deployable Report*
- *Compliance Dashboard Metrics*
- *Schedule Hours Dashboard.*
- Maintaining records, the complete statistical report concerning personnel's such as:
  - *Project details,*
  - *Deployable & non-deployable bench,*
  - *travel readiness of the resources,*
  - *capability & skill management.*
- Workforce Planning - Create and maintain a dynamic workforce plan, teaming with recruitment, performance management and talent team
- Strong stakeholder management skills to build key relationships across teams and leadership
- Track and cascade information to optimize utilization of the teams by highlighting capacity, challenging hours and timing, thereby increasing productivity and profitability
- Analyzing of resource requests across the business units, by skill, level, industry and geography to highlight key insights into the mix of work being delivered
- Lead weekly resourcing cadence with stakeholders to plan assignments, review, resource, resolve conflicts and identify assignment opportunities for consultants across levels
- Contributing to the strategic and tactical resource planning function ensuring the provision of adequate time frames to meet engagement requirements
- Collaborating with Resource Management colleagues nationally to help staffing across industries and service line for optimal resourcing
- Prepare variously reports to be shared with the US RMs, Senior Managers and PPD
- Create new hire profiles in the staffing system and conduct RM onboarding for new hires
- Monitor Compliance – variance, schedule etc., and follow-up with the non-compliant professionals
- Ensure resource allocation, availability, and forecast overviews are accurate by scheduling data in scheduling systems, working with HR shared services as needed
- Scheduled and impromptu touchpoints with the professionals to understanding their aspirations
- Maintain and monitor compliance metrics such as Time sheet, Utilization, resume, skills, and Licenses and follow-up with professionals
- Experienced in staffing, demand forecasting, preparing the demand-supply report and analyzing the trend for optimum resourcing
- Weekly discussion on pipeline and roll-off of projects with the seniors and mangers
- Design and implement Resource Management availability and competencies reporting.
- Sending all the Statistical report through all business intelligence/reporting like Qlikview, Tableau, resource management tools (STAFFIT, POWER BI).

- Evaluating and implementing new tools & metrics to enhance the workflow in very effectiveness.
- Working with the technology team in implementing & testing the new process enhancements.
- Responsible for providing the metrics on bench trends in upcoming weeks & provide the count to the open pipeline & sold opportunities.
- Work closely with internal and external technology providers on technical issues or planned process enhancements.
- Co-ordinating with the onboarding team to ensure the candidates are on-boarded.
- Train & coach the resources to ensure smooth adoption of Resource management tools/programs.
- Help the resource managers with sourcing of profiles from the internal resource pool resulting in closure of the open resource requirement in various projects.
- Considered as a go-to person for process & staffing tool-related query.
- Buddying & Training the new hires regarding process & tools.
- Maintaining the Ticket tracking.
- Organizing Team meeting (PAN India) for every quarter.

**ICICI LOMBARD GENERAL INSURANCE, June 2013 – March 2017**  
**Customer Support Service Manager**

- End-End service delivery.
- Working as Desk Manager with a team of 30 members & getting all the medical claims processed within given TAT.
- Managing a primarily inbound Customer Service/Call Centre, case management) and supervising customer service representatives.
- Planning, scheduling, people management, customer relationship management, customer escalations, schedule training for new hires.
- Interviewing & assessing people.
- Plan and organize the employee and managers to meet.
- Coordinating with various team members.
- Handling all kinds of escalations.
- Communicating with the 3rd parties, provider management team & vendors.
- Enhancing knowledge of the employees through various training programs (personality training, process knowledge improvement trainings), etc.
- Partner with T&D teams to develop and implement the compliance and integrity-related trainings
- Preparing and maintaining various MIS Reports like Utilization Reports.
- Provide feedback to the team that can be used to improve their knowledge

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# Industrial/Professional Training

- Appearing for SPHRi Exam in the month July conducted by HRCI
- HRCI Certified Global Recruitment Manager
- HRCI Certified professional in Talent Management Analyst
- HRCI Certified Organizational Development Intervention Professional
- Globally certified Technical proficiency in Using Applicant Tracking System
- Globally certified Technical proficiency in Using Tableau

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## Skills

- **Microsoft Tools:** Microsoft Word, Microsoft - PowerPoint, Microsoft - excel, Microsoft - Point, Microsoft Teams, OneNote, SharePoint ShareFile, Microsoft Word, Microsoft PowerPoint.
  - Salesforce management (SFDC Tool), Power BI, Tableau, Google Sheets.
  - Advance knowledge on Excel, Word, Power point, outlook & Intermediate level of Marco's.
  - **Emailing Tools:** MS Outlook, Office 365, Windows Outlook, Yahoo & Google.
  - **Networking Skills:** X Ray Search, Cisco packet Tracer (CCNA), Monster, Google Search, LinkedIn, LinkedIn Recruiter, Naukri, Indeed, Recruit'em (X- Ray Search, Stack Overflow, Google Plus, Github, Twitter, Facebook, Source Hub-Social Talent). ATS- Turbo-Hire
  - Knowledge on JobDiva, Turbo-Hire, Change Management
  - **Technical Skills:** EVP, Gap Analysis, Forecasting, Employee Engagement, Recruiting, Full Life cycle Recruiting, Critical Thinking, Skilled Multi-tasker, Succession Planning, HR Policies, Attention to Detail, Applicant Tracking System, Qlikview, Stakeholder Management, Problem Solving, Workforce Planning, Coaching, Knowledge Sharing, Presentation, Team Work, Data Analysis, Performance management, Talent management, Team Management, Interviewing, Management, Leadership, Employee Relations, Performance Appraisal, non-Technical Recruitment
- Resource planning;** Employee relations; HR Policies; File and records management; Candidate sourcing; Recruitment; Talent management; Training and development; Organizational development.
- Soft Skills:** Communication Skill (Active Listener, very good Presentation Skills & have the ability to give constructive feedback). Adaptability (Faster Learner, Open to learn new skills, Stress management). Team work (Collaborative approach, Rapport building, Conflict Management). Problem-solving ability, shall give very importance to Attention to Detail.

<b>Competencies</b>	
Communication	Motivation & Inspiring
MIS Management / Reporting	Coaching & Mentoring
Risk Management	Critical Thinking
Business Planning	Change Management
Management Reporting And Analysis	Teamwork & Collaboration
Resource Management	Result Orientation
Research & Analysis	Performance Management
Manpower Planning & Recruitment	Process Management
Organizational Awareness	Talent Management

## Additional Information

Along with above skills, *I've a thorough knowledge on:* EVP, Gap Analysis, Demand Forecasting for different positions using the tools like Markov Regression for man power planning, using 9-box model to identify Key high potential talent, using 360 degrees and an assessment center to measure employee potential. Thorough knowledge on Human Capital Readiness report, Succession Planning, Individual Development Planning (IDP) Change management plan, Organizational Design.

## Education

**2016**

Post Graduate Certificate In Human Resource Management (PGCHRM) / XLRI, Jamshedpur, JH





**2011- 2013**

Masters in Pharmacy (Pharmacology) JNTU- Hyderabad

**2007- 2011**

Bachelors in Pharmacy JNTU- Hyderabad

## Languages

<b>English:</b>	C2	<b>Telugu:</b>	C2
			
Proficient		Proficient	
<b>Hindi:</b>	C2	<b>Tamil:</b>	A1
			
Proficient		Beginner	

## Activities/ Hobbies

- Reading • Environmental conservation • Art • Yoga • Music • Singing • Travel