**AshwinKumar Munavalli**

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**Objective:**

Seeking a position in a challenging environment offering scope for growth and development. To apply effectively the learned skill towards the achievement of the organizational goals.

**Career Summary:**

HR Professional with 7+ years of rich work experience in recruiting E-Commerce, IT, BSFI, NON-IT professionals. Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Interviewing

* Building strong referral network
* Multi location recruitment
* Web based recruitment
* Executive Hiring, Contract Recruitment.
* Experienced in Volume/Mass Hiring and Niche Skill Hiring
* Proficient in recruiting candidates from all levels viz - Junior Level to Executive Level.
* Good experience on Campus Recruitment/ Off Campus Hiring.
* Database maintenance
* Vendor Management.

**Experience Summary**

* **Senior HR recruiter at Prolim Solution since August 2015**

**Roles & Responsibilities:**

* Complete recruitment life cycle from sourcing to joining of candidates.
* Working for reputed E–Commerce company talent requirements for various types of IT verticals.
* Source the best profiles from PAN India.
* Source the profiles through Job sites, LinkedIn, Facebook, other Social networks and internal database.
* Expertise in the range of tasks including filling the clients’ requirements, interviewing, screening and reference checking candidates for contract and permanent positions.
* Strategizing the hiring approach in line with the immediate hiring needs which includes planning mass recruitment drives, managed weekend drives.
* Conducting initial interviews by phone to determine experience and skill level of the Candidates.
* Promoting the company image to candidates and external service providers.
* Coordinating the interviews by ensuring availability of the panel for technical discussions and documentation of the technical feedback for assessment of the shortlisted candidates.
* Result oriented approach towards work.
* Serve as the first point of contact for all candidates at all levels during the interview process.
* Job posting, Mass mailing & building the references.
* Exploit networking capability to leverage candidate relationships over the long-term developed during execution of overall sourcing/screening activities.
* Closure of positions within the given time frame.
* Weekly discussion with delivery heads and Stake Holders and hiring managers on open demand.
* Responsible for maintaining a resource pipeline of consultants for Future job orders.
* Follow up with candidates for documents uploading for BGV initiation.
* Gathering information about candidates such as Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview.
* Learning and understanding latest technologies which will help source/identify the right resource for the job.
* Sharing weekly reports to the HR Manager.
* Handling Taleo, CATS & Synergita. Fusion implementation (HRIS).
* Approaching the required vendors /candidates and increasing the pool of candidates.

**Highlights:**

* Received Once certificate for highest closures in the month of August 2017 while working with Prolim Solution.
* Achieved more than 80% of target onboards for consecutive years as recruiter.
* Reduced agency usage to less than 10%.
* Received appreciation for closing Niche positions.
* **Principal Recruiter at Tritium Consultancy Pvt Ltd.** Joined as an Executive Recruiter in Nov’11 to Aug’ 15

**Roles & Responsibilities:**

* Worked on reputed companies’ talent requirements for various types of verticals like IT /BFSI /Non-IT.
* Source the profiles through Job sites, LinkedIn, Google, other Social networks and internal database of our Organization.
* Prescreening candidates over telephone to ensure that essential criteria are met.
* Participated in huge weekend drives & coordinated interviews.
* Job posting, Mass mailing & building the references.
* Continuously leverage a variety of advanced sourcing skills to find passive candidates.
* Conducting initial interviews by phone to determine experience and skill level of the Candidates.
* Meeting candidates as and when required.
* Expertise in staffing/contractual and permanent positions.
* Co-ordination with the Clients with respect to Feedback, Interview schedules and additional slots.
* Address the issues/escalations from the Hiring Managers.
* Responsible for solving queries relating to leave & salary related issues.
* Keeping business informed on offer declines and suggesting backup offers in case of anticipating declines.
* Responsible for servicing Middle & Top management positions.
* Identifying improvement areas & implementing measure to maximize customer satisfaction levels.
* Client Management.
* Responsible for train the newly joined.
* Ensuring that enough pipelines is available across requirements to meet the target closure date.
* Handling Induction programs for new hires.
* Organizing team events.

**Highlights:**

* Promoted as Principal Recruiter from Recruiter level
* Received appreciations from multiple stakeholders for recruitment excellence.
* **Recruiter at 3S-Consultants Ltd.** Mar’ 11 to Nov’ 11

**Roles & Responsibilities:**

* Worked on reputed companies’ talent requirements for different types of verticals like IT/Non-IT.
* Sourcing the best profiles through Monster, Naukri, Social network and internal database.
* Prescreening candidates over telephone to ensure that essential criteria are met.
* Liaising between company and candidates.
* Line-up candidates for the weekday/ weekend drives.
* Detailed analysis of the JD - to understand Requirement.
* Regular follow up with the candidate Pre-and Post-Interview.
* Closure of positions within the given time frame.
* Learning and understanding latest technologies which will help source/identify the right resource for the job.
* Job posting, Mass mailing & building the references.
* Mapping and headhunting for specific roles and requirements.
* Taking the feedback from the Panels to improve the hiring process.
* Maintaining the relationship with candidates.

**Educational Qualification:**

* M Phil. in “HUMAN RIGHTS” secured 74% from The Global Open University in IMSR college Hubli (June 2009).
* MBA in HR and Marketing secured 64% from Sikkim Manipal University in IBMR college, Hubli (June 2008).

**Significant Curriculum Achievements:**

* Secured gold medal in MBA as “Best transformer”.
* Secured the third prize in management fest in Chennai.
* Participated in Cochin management fest for a street play.
* Secured the first prize in Quiz.
* Participated in NCC.

**Personal Details:**

Languages : English, Hindi, Kannada, Telugu & Marathi.

Hobbies : Swimming and Horse riding.

Passport : Valid Indian Passport