**Manisha Voruganti 73866799599**

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**Professional Experience**

**ValueLabs Lead - HR Aug 2013 to Present**

* Talent Acquisition specialist with 6.11 yrs of experience
* Managing hiring needs of a business unit of our company
* Lead a team of 3-4 associates
* Involved in end to end recruitment
* Talent hunt from different job boards and professional networking sites
* Recruited people at different hierarchies
* Worked on IT and support functions
* Hired sales professionals from IIMs & top B schools
* Served as Spoc for hiring freshers from IIMs
* Experience in conducting fresher on-campus and off-campus drives
* Been to CBIT, Manipal Institute of Technology, ACE Engineering college for campus hiring
* Worked on bulk hiring and leadership hiring
* Efficient in handling massive drives and Walk-ins
* Experience in Internal Resource Mapping
* Efficient in client interview coordination
* Worked with critical accounts and converted prospects to clients

**Job Role**

**Roles & Responsibilities**-

* Working with business in planning and onboarding of associates
* Building a strategy in addressing open positions and executing them
* Working on the skill metrics needed for project execution
* Working with business on roles, responsibilities, head count needed for a project from the account manager
* Working on closure plan for the open positions
* Understanding team capabilities, band width and assigning positions accordingly
* Conducing drive to handle massive positions
* Sourcing profiles from Job boards - Naukri, Monster, LinkedIn
* Getting the feedback and working on fitment
* HR negotiations for selected candidates
* Candidate engagement till onboarding
* Working on healthy pipeline for offered candidates
* Offering candidate
* Closing the position in due SLA without by meeting business need

**Internal Resource Mapping**-

* Going through the existing pool list and mapping candidate with the skillset with requirement
* Internal assessment of candidate for project fitment
* Showcasing to the project manager and client if required
* Allocating the selected candidate to the project

**Hired For-**

* ServiceNow
* Appian
* Infra requirements- Windows Admin, Wmware admin, Messaging admin
* Architects- Java, UI, UX, Java Solr
* Digital & BI Technologies- Hadoop, Cognos, Tableau, Qlickview, Spotfire, MSBI, Microstrategy
* Testing- Manual Testing, Database Testing, Performance Testing, Mobile Testing, Automation Testing
* Business Analyst
* Technical Writer
* UI Developer , Designer , UX
* Charted Accountant
* Client Service Executive
* Ruby on Rails
* IT Recruiter
* Sales
* ISMS, Process Consultants

**Internship**

**TRIANZ Summer Intern (HR Coordinator) Mar 2013 to June 2013**

* Sourcing of Resumes through job portals
* Scheduling and coordinating Interviews
* Generation of weekly reports and demand analysis reports using pivot table in Ms-Excel
* Designing the Employee Referal Template and sharing an email to all employees about openings within the company
* Spoc of Employee Referral program

**TATA PROJECTS LIMITED Summer Intern June 2012 to Aug 2012**

* Sourcing of Resumes through job portals
* Scheduling and coordinating Interviews
* Working closely with recruitment team and helping them in every activity

**Achievements**

* Awarded as top 25 % LinkedIN recruiters
* Closed critical positions for major accounts / projects
* Got appreciation email from AVP for closing crucial position
* Got appreciation mail from Team for closing Hadoop positions
* Won 1st Prize in Paper presentation at Methodist College Business Meet
* Won 2nd Prize in case study at Nizam College Business Meet
* Won prizes from Deloitte on the event of Impact Day conducted in our college
* Won 3rd Prize in elocution competition held by LIC INDIA
* Won best cadet award at Annual Training Camp NCC Karimnagar

**Academic Profile**

* MBA (HR) from Osmania University college for Women, Hyderabad 2013
* BBM from Vivekanandha Degree & PG College, Karimnagar 2011
* Intermediate (CEC) SR Junior College, Karimnagar 2008
* CBSE Vivekananda Residential School, Karimnagar 2006