

# TANYA GOWDA

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## Executive Summary

- ⇒ Recruitment manager with 10+ years of progressive experience in Delivery Management, Recruitment, Staffing & Operations with hands of experience in Client Interaction, Team Management, Account Management, Stakeholder Management, vendor management to delivering the entire gamut of End-to-End Recruitment.
- ⇒ Extensive experience in managing large scale, complex global **hiring** programs, had led mid size, high performance teams to exceptional accomplishment in the **hiring** space for various clients.
- ⇒ Expertise in the end-to-end life cycle of the recruitment process from candidate sourcing, qualifying skills, interview scheduling, interviewing candidates, salary negotiation, follow-ups to closing.
- ⇒ Planning, organizing and co-coordinating walk-in interviews for different requirements.
- ⇒ Have supported and handled multiple clients at a time and worked on multiple requirements collectively with proven results
- ⇒ Experienced in handling Niche & Senior Hiring like Architects, SMEs, and Team Leads etc.
- ⇒ Excelled in a highly challenging role, as a part of the Client Site hiring team.
- ⇒ Possess strong technical/business acumen and understanding of requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
- ⇒ A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- ⇒ Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- ⇒ Possess motivational management style with a record of building an efficient relationship with corporate.

## Academic Credentials

**Masters in Business Administration** with specialization in **Human Resource** ~ 68%

**Bachelor of Engineering** with first division and distinction in Computer Science and Engineering ~ 70%.

## Professional Experience

**DXC Technology (Allegis global Solutions), Bangalore**

**(Jun 2016- Till Date)**

**Role: Recruitment Manager**

**Currently working with DXC India as Recruitment Manager -Accountable for one of the biggest vertical's hiring needs.**

- ⇒ Ensure recruiting metrics are managed & weekly dashboards shared with leadership team on Open headcount and recruiting status
- ⇒ Manage a team of Recruiters, sourcers & Recruiting coordinator, monitor & provide solutions to any hurdles in hiring.
- ⇒ Hands on experience in end to end recruitment activities for **Analytics, Security, Digital, Application, Automation based technologies.**
- ⇒ Responsible for Stakeholder management and demand fulfillment for different BU's.
- ⇒ Handling mass drives, leadership hiring & effectively delivering lateral hires with a close coordination with account holders and placing each candidate after due-diligence.
- ⇒ Recruitment demand management –Review all new demands generated for recruitment and define fulfillment plan with time to hire.
- ⇒ High level engagement from day to day transactions to strategic planning and execution of demand supply fulfillment.
- ⇒ Tightly maintaining the SLA's by daily meeting with stakeholders & internal team and drafting a daily weekly road map based on new developments, challenges and bandwidth in hand.
- ⇒ Keeping a close watch on each candidate's transition and maintaining an effective communication with stakeholders to avoid last minute drop outs or unnecessary escalations
- ⇒ Spending a lot of time in understanding the challenges team faces on each position and together creates a better approach for sourcing, interview techniques, salary negotiations and short-listing methods.
- ⇒ Emphasis on constant improvement, better TAT, adding more clients, retaining the existing clients, employee engagement and event management.
- ⇒ Capacity planning, workforce planning and strategy. Owning top level visibility of business accounts

***Allegis Services, Bangalore***

***(Sep 2011- Dec 2012)***

***Role: Client Recruitment Specialist***

***Worked at MetricStream through Allegis***

***Key Responsibilities***

- ⇒ Source/Schedule/Screening/Recruit new candidates daily to fill open positions based on client needs and enrich database.
- ⇒ Scheduling of interviews and prepare candidates attaching detailed information with company info, contacts, full job description, location and directing in accordance with the client's needs and requirement, also suggesting dressing and interviewing successfully.
- ⇒ Conducting 1<sup>st</sup> round of screening with the candidates and identifying the right fit for the various positions based on the skill sets and CTC expectation.
- ⇒ Coordinating with candidates as well as the Hiring Managers to organize further required interviews. Ensuring appropriate scheduling and interviewing of candidates and gathering feedbacks.
- ⇒ Coordinating with the selected candidates for collecting documents & ensuring the pre-joining formalities are complete.
- ⇒ Daily and weekly Quality Control calls to candidates sent out to work.
- ⇒ Arrangement for interview, Issuing Call Letters, Salary Negotiation etc.

- ⇒ General administrative duties: create and input candidate information, use of Word, Excel and Outlook (calendar management, emails, etc).
- ⇒ Advertisement of Jobs portal and screened the CVs to select the right candidate whose profile matches with the Company and sort listed this candidate.
- ⇒ Knowledge of mass mailers from the Job Portals.
- ⇒ Working in a Team, helping the team members in their requirement. Making the environment lively and conducive.
- ⇒ Handling walk-in Interviews for fresher's & experience candidates.
- ⇒ Offer Discussion and negotiations with candidate and business for necessary approvals.

### ***Key Responsibilities at Allegis***

- ⇒ Worked in Allegis as a Sr Recruiter.
- ⇒ Involved in end to end recruitment process
- ⇒ Responsible for acting as a Delivery Lead for a few clients
- ⇒ Responsible for gathering requirements, allocating the reqs to the team and making sure that the right profiles are submitted to the client on time.
- ⇒ Conducted Walk in drives for various skill sets at the clients place and have managed the entire coordination of it.
- ⇒ Handled IT, Non IT and ITES requirements.
- ⇒ Screening candidates based on job description, candidates' depth of knowledge of relevant technology, functional skills, behaviorally attributes, job history, geography, ability to travel, shifts and other relevant qualities
- ⇒ Ability to do sourcing through Portals, Reference, Networking.
- ⇒ Interacting with the clients on a regular basis through phone and attending meetings with them.
- ⇒ Maintaining daily, weekly & monthly reports on hiring
- ⇒ Attaining the business targets within the deadline period.

### ***Acculogix Software Solutions, Bangalore***

#### ***Role: Staffing specialist***

#### **Key Responsibilities:-**

- ⇒ Involved in end to end recruitment process
- ⇒ Responsible for handling complete life cycle hiring.
- ⇒ To understand the requirement of client.
- ⇒ To source CV's (Head Hunting, Referencing, Job Portals, LinkedIn etc.) as per client requirements.
- ⇒ To use various job portals for sourcing the appropriate CV like Naukri.com, Monster.com, Times job etc.
- ⇒ Initial Screening of the CVs.
- ⇒ Preliminary Short listing of the candidates through telephonic interview or personal interview.
- ⇒ To schedule preliminary short listed candidate's profile as per the client schedule to the client.
- ⇒ Salary Negotiation

- ⇨ Counseling the selected candidates to join the client company highlighting the core Strengths of the Client Company.
- ⇨ Maintaining & managing the database of Candidates as well as Clients.
- ⇨ Responsible for handling all kinds and levels of **IT requirements** (0-15yrs)
- ⇨ Highly motivated team player with excellent communication, analytical and technical skills with an ability to ensure optimum output, both qualitatively and quantitatively
- ⇨ Strong believer in quality of work and friendly team environments.

***Client Relationship Management / Client Co-ordination:***

- \* To coordinate with the existing clients to access their requirements & further process of recruitment
- \* To analyze the feedback received from the clients and incorporate the corrective Actions into the organization

***Oracle India Pvt Ltd, Bangalore***

***Role: Associate Consultant***

- ⇨ Conducted interviews for new hires.
- ⇨ Involved in screening and short-listing candidates as per the requirements.
- ⇨ Handling Induction & Orientation programs for new hires.
- ⇨ Coordinated and personally handled on-site analysis, inspection, and implementation of proposed solutions.
- ⇨ Worked as SME and conducting Skill Interviews for assessing the proficiency of a resource on a particular skill.

***Professional Training- Certified Human Resource Management Professional (C.H.R.M.P)***

Completed Certification Program with Practical training -

Core HR Domain Areas, Manpower Planning, Recruitment Process, Training & Development, Policy Implementation, ER Management, Tax Planning for Employees, TDS on other payments.

***Personal Forte:***

- \* Name : Tanya Gowda
- \* Languages : Kannada, English, Hindi, and Telugu