**Sirisha Gopa**

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**Email: Sirisha.battala@gmail.com**

An experienced recruiter focused on being seen as valuable contributor focused on driving the organizational needs in a collaborative work environment that provides an opportunity to enhance professional skills and enable movement up the value chain.

**SUMMARY**

* Dynamic and result-oriented individual with around 9years of technical recruiting experience, focused in the placement of technical and Management Professionals
* Experience in handling product based and service based requirements spread across multiple technology domains – MS Technologies, Sun Technologies, ERP, Data Warehousing etc.
* Possess strong understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, salary negotiations, and closing.
* Adept at understanding Clients Requirement with Job Description and Competencies required.
* Sourcing Profiles from Job Portals (like Naukri.com, Monster & Times jobs) etc. and Professionals through In-depth mapping of the industry, networking (LinkedIn),
* Scrutinizing, Screening and Shortlisting resumes based on specific criteria, skills, platforms, qualifications and relevant experience.
* Scheduling interviews of candidates short listed as per client's need.
* Taking continuous feedback from the Client as well as the candidate.
* Responsible for the selected candidate's joining and related documentation
* 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.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**PROFESSIONAL EXPERIENCE**

**Optum - UnitedHealth Group (Payroll – Magna) From July 2019 to till date**

**Responsibilities:**

* Responsible for the full recruitment life cycle; including sourcing, pre-screening, conducting personal interviews, coordinating technical/managerial interviews, checking references, negotiating pay, and getting paperwork details
* Building and utilizing a variety of sourcing plans and tools, including proactive phone and internet research.
* Experience with CTS/ATS – Taleo for sourcing, tracking and managing candidate
* Partner with senior leadership and hiring managers to identify and build out staffing needs and strategies
* Develop vendor relationships to get candidates for active requirements
* Conducting Weekend drives

**3i Infotech From Apr 2017 to July 2019**

**Responsibilities:**

* Account Management / Vendor Management / Stake hold Management.
* SPOC for the accounts, Getting the priority demands from IT Project Mangers
* Assign the demands to the vendors and delivers the inputs within the turnaround Time to close the demands accordingly.
* Completely involved in End to End recruitment and staffing process for India,KSA,MEA regions.
* Based on recruitment demand priority adopted on regions India,KSA,MEA.
* Well versed on geography regions, timezone and VISA status of all regions.
* Sourcing right candidates through means of Job portals-Naukri,Monster,Linkedin, referrals and company database
* Expert in Passive Sourcing profiles on LinkedIn-X-Ray Search by effective way.
* Expert in Boolean strings and key words strings applying to source quality profiles
* Conducting HR interviews, salary negotiation with the selected candidates.
* Candidate Engagement post-offer stage and keep them warm to ensure offer conversion.
* Document fulfilment as per Background Verification Team requirement.
* Handling all the functions from releasing offer letters to employee on boarding.
* Generating MIS reports to check hiring status on weekly monthly basis, using them for analysis purpose

**SUNERA TECHNOLOGIES From Aug 2016 to Mar 2017 Responsibilities:**

* Working into end to end IT Recruitment which includes all Oracle Recruitments, and working for Oracle (end client).
* Handling the Senior, Middle, Junior level recruitment permanent and contract hires
* Interacting with Delivery managers for the requirements and clarifying the same with the Technical team
* Responsible for Sourcing suitable profiles through Networks, References, Databank/Jobsites (Monster, Naukri, etc),LinkedIn and Various Web Portals,Head hunting,collecting Employee references and closing open positions
* Scheduling the interviews with the technical and competency panels
* Releasing the offers to the selected candidates
* Responsible for HR interview and Offer closure / Salary negotiation, sharing the CTC breakup document collection and BGV Initiation
* Counseling and briefing candidates about the clients profile and working atmosphere
* Follow-up with the candidate till the candidate joins the company

**Computer Power Group From July 2014 to Aug 2016**

AsAssociate Lead from Feb 2016 to Aug 2016.

**Responsibilities:**

* A SPOC for multiple clients
* Also played a dual role of a Recruiter and a Team Lead.
* Lead a team of 5-6 members with high level of interaction to achieve organization goals.
* Mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
* Verifying the resumes that are submitted to clients and getting the feedback for the further sourcing steps.
* Pre-screening of potential consultants in terms of their qualification, work experience, reference checks and remuneration etc.
* Managing entire recruitment life cycle from sourcing, screening, selection, hiring, negotiation, post offer follow up.
* Getting Requirements from the clients as well as Managers.
* Interacting and analyzing the requirements of the prospective clients and providing them with the relevant resource matching their recruitment needs.

**As Technical Recruiter from July 2014 to Jan 2016**

**Responsibilities as Recruiter:**

* Managing recruitment through different channels, referrals.
* Resume sourcing: mass mailing, employee referrals, and Internet job-sites like Naukri, Monster.
* Doing preliminary assessment round and qualifying them for technical interviews.
* Taking initial interviews to check candidate's interest level and also the basic technical knowledge.
* Taking proper follow up of the candidates till the position is closed.
* Effective and efficient maintenance and update of our recruitment database
* Scheduling candidates for the interviews through different modes.
* Keeping a track of joiners

**Clients :**

Multifonds, Tech Mahindra ,Microchip, Automotive Robotics, CA Technologies, Yash Technologies, NTT DATA, Mu Sigma Business Solutions, Infinite Computer Solutions, Valuelabs, Genpact, Virtusa, Bluestar Infotech

**SAANVI CONSULTANCY From Oct 2011 – June 2014**

* Sr.IT Recruiter in Saanvi Consultancy from Sep 2013 to June 2014.
* IT Recruiter in Saanvi Consultancy from Oct 2011 – Dec 2012.

**Clients:**

Process weaver, Choice Solutions, Cybernet Slash Support(CSS),Karvy Computer Share.

**EDUCATION**

* B.Tech (ECE) from JNTU, Hyderabad – 2010.
* Intermediate from State Board, Hyderabad – 2006.
* SSC from State Board, Hyderabad – 2004.

**PERSONAL DETAILS**

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| Marital Status | Married |
| Gender | Female |
| Date of Birth | 16th May |
| Languages Known | English, Hindi ,Telugu |