

- Over 6 Years of demonstrated expertise in Technical Recruitment working on different product domains
- Recruiting experience in both corporate and agency environments from entry level to director level.
- Proficient in complete recruitment life cycle from requirement gathering to on-boarding the talent for Technology, Product, and Design Verticals
- Ability to perform extensive research in all professional and social media platforms to filter applicants and turn them into potential offers

#### **ATS/TOOLS:**

- Hands on experience working with iCIMS, HIRE and AMS to maintain accurate reports on recruitment activity

#### **PROFESSIONAL EXPERIENCE:**

##### **Senior Resourcing Partner at IVY Software Development Services Pvt Ltd:**

Sep 2019 – Nov 2019 (Full Time)

- Worked on multiple requisitions, involved in the Recruitment life Cycle for Engineering teams
- Interacting with the business heads regarding sourcing plans, understanding the requirements and converting them into source specifications
- Sourcing candidates through referrals, internal database, job portals, social networking sites and initial telephonic screening
- Handled end to end recruitment process i.e., requirement gathering, sourcing, talent mapping, screening, scheduling, short listing, offer negotiation, offer generation and on-boarding
- Effectively managing the relations with agencies/vendors
- Documenting and performing all operational tasks once the potential prospect is hired
- Ensuring candidate has positive interview experience regardless of outcome which always kept my connections active with all the candidates for future alliance

##### **Lead Consultant, Level 4 at CareerNet Technologies Pvt Ltd:**

April 2019 – Aug 2019 (Full Time)

- Extensively worked on leadership positions for big and start-up organizations
- Leading a team wherein I was delegating, training, monitoring their work and performance to achieve set targets
- Constantly meeting expectations of recruiting activities and accomplishing individual revenue goals as outlined by company standards
- Handled Technology recruitment at all levels as per clients' requirement

- Creating and maintaining quality database by mining the existing database to tap passive candidates, reaching new prospects from diversified sourcing channels and converting them into best resource

### **Senior Consultant, Level 3 at CareerNet Technologies Pvt Ltd:**

May 2017 – March 2019 (Full Time)

- Supporting product clients to fulfil multiple positions at various levels that include Developers, SDET, Architects, Data Scientists, Big-Data Developers, Technical Program Managers, Engineering Managers and Sr. Engineering Managers
- Building and maintaining active pool of candidates to meet existing and future hiring needs in an effective manner
- Continuous follow-up with the candidates from short listing till On-boarding the offered candidates
- Developed strong Sourcing Methods to fetch potential candidates from Job Portals, Social Networking Sites and Recruiting Database
- Evaluated candidate's competencies, skills based on the requisitions and successfully closed high priority roles within a short period with smooth candidate experience

### **Amazon, RPO Consultant Level 2 from CareerNet Technologies Pvt Ltd:**

June 2016 – May 2017 (Full Time)

- Worked on multiple talent sourcing strategies for various job families depending on the complexity of the position to hire
- Connecting with passive candidates to build quality conversions and also for reference generation
- Updating candidates with their interview status and feedbacks appropriately
- Responsible for streamlining the recruitment process i.e., planning, talent mapping, scheduling and co-ordinating with internal teams and candidates

### **Senior IT Recruiter at Spectrosign Software Solutions Pvt Ltd:**

October 2015 – May 2016 (Full Time)

- Worked for both Permanent and Contractual positions
- Analyzing the requirement, sourcing, scheduling and presenting filtered resumes to clients keeping a check on quality
- Ensured best client and candidate experience throughout the interview process
- Mentored junior recruiters on Technology hiring and sourcing through Social Media
- Developed recruitment strategies to hire junior, mid-senior and senior levels across domains and technologies.

### **Senior Relationship Executive at New Era India Consultancy Pvt Ltd:**

November 2013 – September 2015 (Full Time)

- Worked with multiple product clients and helped them build their technology teams from scratch

- Was part of leadership hiring for big clients
- Researched and explored various hiring strategies to meet client requirements

**Customer Service Executive, HSBC:** Feb 2010 – Dec 2010

**Process Executive, Infosys BPO Ltd:** May 2008 – July 2009

#### **EDUCATION:**

**Master of Business Administration**, HR & Marketing from **Gudlavalleru Engineering College (JNTU)** with an Aggregate of **72%** (2011 - 2013)

**Bachelor of Science (BBC)** from **Sir C R Reddy College for Women (Andhra University)** with an Aggregate of **73%** (2005 - 2008)

#### **AWARDS AND ACHIEVEMENTS:**

- Participated and completed multiple Half-Marathons, Cyclothons and Duathlons
- Achieved Best Resource for QIII FY 2014-15
- Have been one of the top performers in New era
- Awarded best internship project for the batch 2011-13 in Gudlavalleru Engineering College
- Actively organized and participated in extracurricular activities throughout college days
- Participated in National Level Management Meet and won first prize in 'Baron of Finance' and 'UNICO' Events at JNTU Kakinada
- Participated in State Level Management Meet and won the title 'Young Manager' at Paladugu Parvatidevi College, Vijayawada

#### **DECLARATION:**

I hereby declare that all the statements made above are correct to the best of my knowledge and belief.

Place: Hyderabad

Date:

Venkata Swetha Kopparthy