**Mitali Nanda**

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**Professional Summary**: I am a proactive and pragmatic professional with rich IT experience in **Tata Consultancy Services** and, around 8 years of recruiting both for **IT and Non IT Hire for across IT,BFSI and specifically Investment Banking domain** as well as HR manager experience. Effective planning coupled with strong determination & experience helps me delivering all deliverables on demanding timescales.

**Experience Summary**:

An experienced Technical Recruiter with around 7+ years of full cycle recruiting experience for clients located in United States IT, Telecom, Banking and Financial Services Domain and in Domestic recruiting for India

**Recruitment Experience***:*

**Responsibilities:**

* **Total around 7+ yrs of experience in IT Exposure Skills .**
* Recruited qualified candidates in low turnaround time.
* Getting requirements from the clients.
* Clarifying if any clarity required.
* **Job posting and Head hunting .**
* Screening the CVs to get the quality profiles.
* Doing initial round of technical discussion with the candidates.
* Scheduling the Interview for both telephonic and Face to face rounds.
* Salary negotiation.
* Expertise in Application Tracking system Taleo .
* Making sure of successful on board of the candidate.
* Good experience on team handling.
* **Recruited consultants ranging from VP,AVP,SDM, Sr Manager ,Team members to Tech lead, Project managers and Consultants focused on some of the latest technologies as based on the projects.**
* **Proficient in Sourcing candidates using Job sites like naukri,monster,dice, database searches, and using professional network Linkedin and through referrals.**
* **Proficient at all stages of the recruitment process involving qualifying resumes and overall personality match for client requirements, phone screens, presenting resumes to the clients, arranging client interviews.**
* Research, identify and qualify candidates for client’s open IT job positions.
* Work with hiring managers to define job requirements, outline job postings, and develop new sourcing strategies.
* Schedule initial interviews and follow up interviews for successful candidates.
* Source candidates through database mining, Internet searches, direct sourcing, job fairs, community conferences and internal referrals.
* Collaborate with third party recruiting companies to help source candidates from diverse pools of job.
* Analyze new recruiting technologies, sourcing tools and interviewing process to improve success rates.

**Clients worked with :**

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| --- | --- |
| * **DBS** * **EPAM** * **WellsFargo** * **CITCO** * **CreditSuisse** * **CRISIL** * **Atos** * **Novosol** * **Synergy Technology Solutions** * **CCIL(Clearing Corporation of India)** * **FactSet** * **TCS** * **BOA** * **Citrix** * **AptusHealth** * **MindTree** | * **CloudSherpas** * **Accenture** * **Tech Mahindra** * **SoftwareAG** * **WIPRO** * **AT&T** * **HCL** * **Fujitsu** * **CTS** * **Genpact** * **IBM** * **Inlogic** * **Incedo** * **Happiest Minds** |

**IT Experience : ( Tata Consultancy Services)**

* 3.5 yrs of work, experience in development includes programming, designing, implementing database.
* Knowledge of the entire life cycle of the project including Collecting Business Requirements, Analysis, Defining functional specification, Designing, Development, Testing, Debugging, Documentation and Maintenance.
* Experience in Software Development with special knowledge in **Telecom domain (OSS/BSS)** software for Telecom Industries. Have hands on experience in Telecom provisioning, Billing and network management based applications
* Applied proven methodologies and best practices.
* Good interpersonal, Technical and Leadership skills.

**Technology Skills:**

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| --- | --- |
| **Languages** | PL/SQL, SQL, C++, C , Java, JSP, Servlets, XML |
| **Databases** | ORACLE 8i/ 9i and 10g |
| **Scripting Languages** | Unix Shell Script |
| **Development Tools** | PL/SQL Developer, TOAD, Eclipse 3.2/3.3, JDeveloper, Putty |
| **Version Control Tools** | Rational Clear Case, CVS, Visual Source Safe |
| **Special utility & Tools** | CLARITY for Network provisioning. |
| **Frameworks** | MVC, Struts |
| **Operating Systems** | Windows 2000, NT, 98, Vista, HP-UNIX, Sun Solaris |

**Career Profile :**

**Live Connections (Feb 2019- Till date)**

**Client Service Manager (Account manager)**

* Involved in generating sales among client accounts
* Operating as the single point of contact for assigned clients
* Developing and maintaining long-term relationships with accounts
* Making sure clients receive requested profiles on time
* Involved in communicating client needs and demands to team
* Forecasting and tracking client account metrics
* Involved in managing projects within client relationships, working to carry out client goals while meeting company goals
* Involved in identifing opportunities to grow business with existing clients
* Coordinate with teammembers working on the same account to ensure consistent service and involved in sourcing profiles from linkedin,github etc apart from job portals.
* Servicing multiple clients concurrently, meeting deadlines
* Keeping records of client transactions

**Enigma Human Capital (Oct 2015- Feb 2019)**

**Sr.Talent Search Advisor**

* Responsible for the full life cycle of end to end recruitment in to IT Skills and Non IT skills, entire cycle of recruitment for Junior, middle and senior levels professionals for the various business verticals of the company.
* Handling a team of 3 people.
* Interacting with Client and company HR on regular basis.
* Extensively involved in assimilating recruitment techniques, networks , portals like **naukri ,monster and linkedin** to be in precise & headhunt for Senior level positions, as **VP,AVP,SDM, Sr Manager** & generate credibility amongst the various clients .
* **Hire for across BFSI and Investment Banking domain** for clients like CreditSuisse, CCIL,
* Work both in teams & individually to capture best talent from Industry mapping & Headhunting.
* **Good expertise in recruiting niche to very niche skills using networking and headhunting**

**Orcapod Consulting Services Pvt.Ltd.(Feb 2015- Oct 2015)**

* Responsible for the full life cycle of end to end recruitment in to core IT Skills, entire cycle of recruitment for Junior, middle and senior levels professionals for the various business verticals of the company
* Getting requirements from Account Manager
* Sending daily reports to the Account Managers & Business verticals team.
* Working on Technologies like Java,Salesforce,iOS,QA, Project Manager, Siebel, Android, PHP,Mainframe,DBA,Oracle etc
* Worked on almost all latest common and niche technology and skills in the current market .
* Got **Employee of the month** award for my performance.

**Arva IT Corp ,India and Belgium ( Dec 2013- Oct 2014 )**

* Handling a team of 10 members.
* Handling the entire cycle of recruitment for Junior, middle and senior levels professionals for the various business verticals of the company for in-house hiring.
* Sourcing profile, Scheduling interviews, taking 1st technical telephonic calls etc.
* Maintaining & co-ordination with vendors.
* Job role involves posting requirements, screening resumes and candidates, submitting to client, arrange interview**.**

**HR Manger and Technical Recruiter**

**NicoInfo Systems Inc.,Tampa, Florida,USA(Jan 2009- Oct 2012)**

* Full cycle recruiting for contract and perm positions in the Telecom, banking & financial services industry/domain and in the Government sector.
* Managed up to 35 requisitions.
* Created and implemented creative advertising strategies for internet recruiting. Sourced resumes for qualified candidates. Negotiated salaries, bonuses and benefit packages between candidates and hiring managers.
* Performed reference and background checks. Handled candidate management and follow up through on boarding process.
* Strong expertise using Monster, Hot-jobs, CareerBuilder, LinkedIn, along with a variety of Applicant Tracking and Contact Management software packages.
* Responsible for recruiting Financial/IT staff placements for both consulting and full time candidates with primary and secondary tier clients within the financial sector

**Functional supports:**

* Understanding requirements of the Clients and Short-listing matching Skill -Sets through existing Databases, References, Head Hunting, Job Portals-Naukri,Monster (Job Posting, sending mailer) and Advertisements,Bulk Mailing ,Etc.
* Negotiating Salary Packages with the Candidates relevant to the industry standards as well to the Client Specification.
* Periodically follow the Candidates and Ensuring Interview Schedules happens accordingly.
* Initiating offer process and verifying & collecting original documents of selected candidates.
* Handling the entire cycle of recruitment for Junior, middle and senior levels professionals for the various business verticals of the company.
* Co-ordinating with vendors to get resumes or releasing referrals ads to get resumes.
* Scheduling and co-ordinating Interviews with managers through various channels like telephonic and personal interviews.
* Independently Planning and Organizing walk – in or Schedule Drives.
* Communicating the Interview Feedback to candidates, referrers, or agencies.
* Collecting the Relevant Documents required for offer Preparation
* Salary Negotiation with Selected candidates.
* Giving follow up call to the offered candidates & conforming the date of joining

**Qualifications**:

Master in Computer Applications (MCA)