

Vinothini Sundaram, Associate - Talent Acquisition

India, +91 8056006944, vinothinisundaramvs@gmail.com

LINKS

[LinkedIn](#)

PROFILE

Result-driven, self-motivated HR Professional with over 4.5+ years of experience across a broad spectrum of Talent Acquisition. Expert in Stakeholder Management, Vendor Management, Process Improvements & Process Documentation.

Seeking an opportunity to apply my experiences to add value to the Organization, Customers, and Employees. I am looking for an opportunity to evangelize my skills and experiences to work in an organization that enthalls the fascination of many people being a leader and innovator in the industry.

EMPLOYMENT HISTORY

Jan 2017 — Present

Associate - Talent Acquisition, Chargebee

Chennai

Roles and Responsibilities

- Joined as a 1st TA at Chargebee and handled the entire talent management process for more than 1.5+ years (technical, campus & support functions); planned & organized campus recruitment drive and internship program
- Partnering with Hiring Managers, Business Partners, and the Leadership Team to execute against hiring goals and to improve the hiring process
- Develop and update job descriptions and specifications
- Identify qualified candidate profiles using various sourcing techniques
- Responsible for closure of positions in the stipulated timeline
- Sourcing and identifying an individual from different portals like Social Media (LinkedIn) and database and personal networks
- Screen and assess candidates and recommend to the Hiring managers on searches
- Conducting the HR discussions and setting up the right expectation with the candidates, finalizing the compensation structure
- Front ending the business heads and verticals heads for a better understanding of the hiring needs
- Device and executing solutions: Leveraging recruiting and research expertise. Aligning business values, culture, competitor management and practices to create HR solutions that help to reach the potential
- Liaising with hiring managers to understand recruiting needs. Mapping and updating talent pools to keep them current and relevant

Key Highlights

A result-oriented, competent & passionate recruitment professional of proven expertise in the entire spectrum of talent acquisition.

- Forte includes Talent Acquisition, Vendor Management, Stakeholder Management (Line Managers, Functional Heads, and Business Directors & Leaders) across geographies
- Specialization: Sales, Pre-Sales, Marketing, Customer Solutions, and Success, Product Management and Engineering
- Vendor Management: Managed around 6-10 vendors in parallel to address business demand
- Accounts for 40% of positions filled against total headcount growth from Jan 2017 to till date
- Locations Handled: India, US & The Netherlands

People Management and Process

- Mentoring the new joiners
- Extensive experience in managing external vendors and contractors which also includes about measuring their performance and eliminating the non-performing vendors
- Working along with the hiring managers in setting up the interview process and implemented a new technique to reduce multiple interview rounds

Reporting

- Reporting out monthly/weekly dashboards and working with the business to address critical issues
- Maintaining the interview feedback form of the candidates to improve candidate experience
- Can operate on Excel and Pivot seamlessly

On-boarding

- Hands-on experience in organizing and facilitating onboarding processes for new employees
- Ensuring new hires have technical assistance to properly set up their hardware and software. Distribute manuals, passwords, and guidelines, as needed

Campus Hiring

- Extensive experience in front-ending the end-to-end campus portfolio
- Handled hiring in premium and tier 2 institutions
- Positions handled: Product Engineer, Customer Solutions and Sales

Recruitment Platforms

- LinkedIn Recruiter AngelList
- Hiris & IIMjobs Naukri & Monster

Tool Experience/Exposure

- Freshteam Lever
- Hacker-earth Guvi

Other Initiatives

- Sourceathon LinkedIn outreach
- Employee referral program Recruitment events
- Drafted KRA and KPI's New tools evaluation

Jun 2016 — Dec 2016

Executive - Recruitment, Phoenix IT Services

Chennai

- Full-cycle recruiting (Technical roles)
- End to end candidate management from sourcing to interview process to hire
- Maintain accurate and up to date candidate profiles and records

Jun 2015 — Mar 2016

Junior - Recruiter, Vega Intellisoft Pvt Ltd

Chennai

- Responsible for managing full-cycle recruitment
- Provided sourcing support for the engineering roles and SAP
- Managed and updated the MIS on a daily basis

SKILLS

Talent Management

Candidate Experience

Candidate Sourcing & Screening

Offer Negotiations

Advanced Boolean Searches

Placement & Onboarding

Executive Recruiting

Social Media Recruiting

High-Volume Staffing

INTERNSHIPS

Jan 2015 — Mar 2015

HR Trainee, TVS Training & Services

Chennai

- Cold calling
- Set up and hosted campus drive
- Interviewed candidates for ICICI and HDFC bank (Position - Sales)

EDUCATION

2015

MBA, Anna University

Human Resources

2013

BCA, Bharathiar University

Computer Applications