K. Santosh Kumar

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**Professional Summary:**

* Seasoned Talent Acquisition professional with around 7+ years of proven experience in E2E recruitment process includes Requirement Gathering, Stakeholder Management, Sourcing, Interviewing, negotiating and successful on-boarding the professionals for IT, ITES & Infrastructure for Startup, Product and Service based companies.
* Extensively worked on Permanent, Contract, C2H positions in all phases of E2E Recruitment Life-cycle and has expertise in recruiting for domestic and international market.
* Preliminary interviewing of potential candidates to assess the candidate’s suitability, Attitude, professional qualifications, experience, communication skills etc., coordinate with technical panels for technical evaluation and feedback.
* Worked on complex/niche requirements and has ability to work with the deadlines within TAT.
* Experience in bulk hiring and was part of campus hiring to Initiate, conduct and coordinate various walk-in interviews and mass drives.
* Maintaining a good database on references, mining the existing database to tap passive candidates.
* Report generation (Daily, Weekly, and Monthly)

**Expertise Area:**

Market Intelligence | Social Networking | Stakeholder Management | Team Management | Vendor & Resource Management | Lateral Hiring | Service & Product Hiring | Bulk/Mass Hiring |Web, Infra & ITES / BPO Hiring| Campus Hiring |Embedded/Semiconductor Hiring |

**Employment Summary:**

**Innobox Systems Sep 2019 - Till Date**

**Designation: Assistant Manager – Talent Acquisition**

**Roles and Responsibilities:**

* Reporting to CEO on daily basis and working closely with Competency Delivery and Hiring Managers in strategic hiring plans.
* Playing the role of HRBP simultaneously to understand the employee concerns and resolving it on time.
* Hiring for Skills like Networking, Embedded, Wireless, Infra, Service & Product hiring (Mobile Apps for Offshore Development Center).
* Within a short span of time recognized by the management in reducing the indirect cost (Saving the panels time by sourcing promising profiles).
* Help the team to understand the requirements, requirement challenges, effective sourcing methods Quality Sourcing & ensuring their target closures within stipulated time
* Preparing weekly and monthly reports (MIS) to each Business Unit relating to the data on the number of interviews happened, offers made and candidates offered status.
* Well versed in offer negotiation and extending the offer letter and helping the candidate to understand the procedures, policies & benefits of the company.
* Regular follow-up with the candidates with respect to offers and addressing their concerns (salary, Compensation & Benefits, relocation, joining date).
* Handling a team of 3 recruiters.

**RealPage India Pvt Ltd               Nov 2016 – Sep 2019**

**Designation: Technical Recruiter**

**Roles and responsibilities:**

* Experience on full life cycle recruitment from sourcing, screening, shortlisting, scheduling interviews and offer negotiation & rollout.
* Regular Intake sessions with Hiring Manager’s to understand the technology stack to tap the potential resource.
* Involved in employee engagement activities (Ex: Hi-Tea) and ensure that the resource joins the organisation as per the committed SLA.
* Maintaining good relationship with Stakeholders, Client’s & Internal team to meet their requirements.
* Trained on technical/Niche skills to identify the prospective candidate and was part of conducting Technical gatherings/Meetups.
* Accountable for TAT to fulfill the requisition by gathering the required skillset from hiring manager and fishing out promising profiles within the time frame.
* Sourcing candidates for various channels including job sites, references, head hunting, and social networking and ATS.
* Conducting market survey to know the current market trends in terms of resource availability and the CTC benchmark to match with industry standards.
* Ability to source all levels of IT professionals which include but not limited to: Full Stack developers, Networking professionals, project managers, technical architects.
* Follow up with the selected candidates and keeping them warm/engaged till their joining and post joining assimilation.

**GCS         July 2013 – Oct 2016**

**Designation: Technical Recruiter**

**Roles and responsibilities:**

* Involving in Full life Cycle End to End Recruitment for Professional Services.
* Experience handling Resource Management functions i.e. Resource Fulfillment, Resource Allocation, Bench Management/Talent pool.
* Involved in hiring for Infra, Service & Product hiring (Mobile Apps & Service Now) for offshore projects & client requirements.

**CPG      July 2012 – June 2013**

**Sr IT Recruiter**

**Roles and responsibilities:**

* Worked as a bridge between the Client and Resource team for flow of information from client to the team.
* Vendor management and developed solid pipeline of candidates to continue and keep a steady flow of top candidates in the recruitment database system and moving through the interview process.

**Teamlease Services Ltd.                   Apr 2011 to June 2012**

**Associate Consultant**

**Roles and responsibilities:**

* Sourcing, identifying and screening potential IT candidates for Contract/Permanent openings with Client’s Projects.
* Active participation in drives and scheduling the interviews within the time.
* Visited Client locations many times to co-ordinate the drive on behalf of our company.

**CAT Technology              July 2010 to March 2011**

**IT Recruiter**

**Roles and responsibilities:**

* Involved in the IT recruitment (US) process for all technical skills.
* Involved in 1099, W2 recruiting and Corp 2 Corp resourcing.
* Follow up with the Consultants or Vendors regarding paper work.

**Educational Details:**

|  |  |  |
| --- | --- | --- |
| **Post-Graduation** | **YEAR** | **INSTITUTE/UNIVERSITY** |
| PGDM (HR&MKTG) – Full Time | 2008-2010 | Alwar School of Business (Approved by AICTE, New Delhi) |
| PGDM(Travel&Tourism) – Professional Education | 2009-2010 | Andhra University |

**Training Attended:**

* Attend training on various Job Portals (Naukri, Monster) and LinkedIn for the effective sourcing by performing various search strings on different skills to identify the right talent.
* Involved in ISO Process and identified as a process owner for recruitment division.
* Attended training on Telephone Etiquettes, E-Mail Etiquettes…Etc.

**Professional Career Highlights:**

* Received SPOT Awards consecutively for successfully onboarding Niche skillset.
* Awarded for reaching best productive target for the Q4 by achieving 158% across PAN India
* Received accolades from the Business heads, A/c Managers and clients handling and timely actions for successfully closing critical and Niche skills requirements, achieved **100%** on boarding within the TAT.

**Personal Information:**

Date of Birth : August 04, 1986

Marital Status : Married

Languages Known : English, Telugu and Hindi

Passport : Available

All the information and facts that are furnished above is true to my knowledge and belief.

Regards,

Santhosh Kumar