

MEGHANA ASHOK

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CAREER OBJECTIVE

- HR professional with **over 5 years of work experience in Recruitment.**
- Expertise in the Technical Recruitment, Head Hunting, Talent Mapping, Reporting, Offer release, On-boarding and Vendor Management.
- Strong ability to meet requirements and interact with all levels of management. Able to work independently as well as a team member to achieve goals.
- Experience in managing Talent Acquisition of organizations in Core Research, Product Development, Services/Consulting, and Internal Applications.

PROFESSIONAL EXPERIENCE

Deloitte
Talent Acquisition Specialist

Hyderabad, India
Mar 2019 – Jun 2020

Expertise Include:

Screen resumes on Taleo (Oracle tool) – Application management system
Sourcing & Screening Profiles in Job Boards Monster, Naukri , IIM Jobs
Social Networking
Applicant Screening
Job Board Mining

- Source qualified candidates for different job requisitions using Internet research assistance, network building and researching from job boards and corresponding to Recruiting staff.
- Using Internet, Job boards and potentially using databases to identify candidates for specific job opportunities.
- Initial research to get information on nature of work for a specific position from sites like Google, Wikipedia or answers.com.

- Sourcing resumes from various Job portals like Monster, Naukri, IIM Jobs and LinkedIn by using different search strings which suits the job profile; Screening & pooling the good set of candidature.
- Short turn around-time to source for a particular Requisition.
- Responsible to send Daily status report and accountability report.
- Working knowledge of Applicant Tracking System (ATS) and Advanced Internet sourcing techniques.

Handling Various positions SDE , Data Engineers , SDM and few Leadership hiring

- Lawson
- Data Analytics
- Project Management Office
- SAS Programming
- Python
- SQL
- VBA Excel
- Statutory Audit
- Engagement Support Center
- Technical Support
- Voice/Non- Voice Process

Kony Labs
Associate Executive Recruiter

Hyderabad, India
Dec 2015 – Nov 2018

- Understands important deliverables provided by the key stakeholders and successfully delivers on those metrics.
- Strong experience in End to End recruitment lifecycle (External and Internal recruitment)
- Efficiency in managing tasks based hiring. Key talents include sourcing, screening, short-listing the candidates, scheduling, selection, offer negotiations, and post offer follow up.
- Maintaining complete database of candidate.
- Develop multiple sourcing strategies for multiple job families depending on complexity of the position to hire by effectively using all the sourcing channels Employee referrals, Naukri, Monster, IIM Jobs, LinkedIn and other Social Networking Sites.
- Interacting/e-mailing to the screened/short listed candidates and checking their interest & availability.
- Track candidates in the internal system and maintain accurate data in tools
- Ensure quality recruiting experience for candidates

- Daily maintenance of applicant tracking system i.e. Capture interview activities for all candidates throughout the hiring process on TAM (Talent Acquisition Management).
- Ensure timely completion of interview scheduling and feedback follow up post interviews to take next steps in the recruitment process.
- Post Offer connect with candidates till they Onboarded.
- Background Check facilitation
- Preparing the Weekly, Monthly MIS report specific to Business requirement.
- Training new or existing employees
- Running Employee Referrals and Glassdoor Campaigns.
- Employee Referral: SPOC for Employee Referral Programs which includes inducing the employees to take part in referral program and explaining them the employee referral Policy and by providing timely feedback.
- Gained good experience in Campus Hiring.
- Supported weekend drives for volume Hiring.

Technologies & Positions worked

- Java/J2EE, Android, SDK, IOS, Objective C, Cocoa Touch, Testing, HTML, CSS, JavaScript, AWS, Azure, Python, SQL/MYSQL , Design Patterns, Data Structures/ Algorithms, KonyOne 4.1/5.0/5.6,7.2, Angular JS, Linux, Maven, Chef
- Software Engineer Senior Software Engineer, Full Stack Developer, Technical Lead, Cloud Infra Administrator, Business Analyst, Business Operations Executive, Test Engineer, Kony Developer, Software Development Lead, L1 Support Executive, Windows Administrator, Database Administrator, Linux Admin, UI Developer, HR Executive, Associate Engineer(Campus Hiring), Technical Writer.

Prithvi Information Solutions
Associate Executive Recruiter

Hyderabad, India
May 2015 – Nov 2015

- Involved in the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Sourcing candidates through Database, Referrals, Job postings, Bulk Mails, and Social Networking to develop a qualified pool of candidates with relevant and quality candidates within the stipulated timeframe.
- Screening the CV's as per the business requirement as well as conducting initial HR
- Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.

- Providing complete, accurate, and inspiring information to candidates about the company and position.
- Scheduling Interviews for weekdays and weekends.
- Coordinating with business panels and candidates to ensure a smooth process flow and better interview experience for a candidate.
- Working experience for both middle and senior level recruitment.
- Interacting with Technical resources from projects to gain clarity on resource requirement.
- Actively participating in weekday, weekend, walk-in, referral and Mega drives.
- Maintaining entire candidate data base.
- Carry out various Interview formalities on company's recruitment portal.

Technologies & Positions worked

- Java, J2EE, Manual Testing, Automation Testing, SQL, .Net, Content Writing, Documentation, Android, SDK, IOS, Objective C, Cocoa Touch
- Test Engineer, Android Developer, IOS Developer, Content Writer, UI Developer

Education

M.B.A (Information Systems) from Sikkim Manipal University , Bangalore - 2015

B.Tech (Information Technology) from JNTU , Anantapur - 2012

ACHIEVEMENTS

- Spot Award for decreasing Candidate Decline Ratio from 27 % to 18%.
- Taken active participation in technical symposium held by college.