



Kamakshi Prasad Nayak

Talent Acquisition Specialist

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Core Competency:

- Head Hunting
- Team Handling
- BU Handling
- Social Media Hiring
- Employee Referral
- Stakeholder Management
- Vendor Management
- Recruitment Drive

Academics:

- Master Of Business Administration (HR & Marketing) in Vignan Institute of Technology and management, Berhampur, ODISHA.

Personal Details:

Date of Birth: 15-05-1991

Language Proficiency: English,
Hindi and Odia

Nationality: Indian

Marital Status: Married

Permanent Address:

Nigam Nagar-4th Lane, Po-
Ankoli, Via-Berhampur, Dist-
Ganjam, Odisha-760010

Present Address:

Building No: 20-21, Devi
Nilayam, 3rd Floor, Second
House, 6th Cross 6th Main,
Balaji Layout, Hongasandra,
Bangalore, Karnataka-560068

Profile Summary:

- An HR professional with over 5.8 years of experience in recruiting IT professionals.
- Expertise in Volume/Mass Hiring, Campus Hiring, Mid-level Hiring, Lateral & Leadership hiring and Niche Skill Hiring.
- Expertise in Job boards like: Naukri.com, Monster.com, Shine.com, Indeed, Times jobs and hands on experience in Social Media hiring like: Facebook, Instagram, LinkedIn etc.
- Experience in End-to-End recruitment process on various IT skills & verticals in the industry.
- Hands on experience in effective recruitment process for middle & senior level hiring with various means and channels.
- Possess excellent communications & interpersonal skills.

Roles & Responsibility:

- Directly Interaction with the Stakeholder and requirement gathering for resourcing needs by adherence to Stakeholder SLA's.
- Responsible for timely and accurate service delivery at defined productivity levels.
- Logical and efficient, with keen attention to detail with optimum customer centricity.
- Responsible for organizing training sessions, presentations, and meetings.
- Looking after documentation, Work Authorization, Security Clearance...Etc.
- Sorting the resumes as per the Skill sets and Experience of the resumes received. Maintaining the Database by segregating.
- Initial Screening, Negotiation and Short-listing candidates based on the requirement, by checking for details like Education, Present job, Experience, Skill sets etc. and forwarding the same to the line Managers.
- Developing Product requirements based on input gathered from a variety of sources including analysis results and feedback from the user community.
- Scheduling the interviews with the shortlist candidates (Telephonic, personal & Video Conference).
- Referral Check of the candidates and Follow up with the selected candidates.

Project Undertaken:

- Two months summer training in IREL Limited at the topic of "Recruitment policy & procedure in IREL"

Cerifications :

- Mastering LinkedIn Recruiter Assessment
- Empower(in) LinkedIn Success Coach Knowledge
- Post Graduate Diploma in Computer Application(PGDCA)

Professional Experience:

Wipro Limited (Pyramid IT Payroll)

July 2019 – Till Date

Designation: Senior Specialist – Talent Acquisition

Position handled: Enterprise Architect, Technical Architect, Solution Architect, Sales force Tech Lead, Sales force Marketing Cloud Lead/Architect, Sales force Solution architect, Sales force Lightning Developer, Field Sales Lightning, Sales force Business Analyst, SFDC QA etc.

Miamin Systems Inc

January 2016 - June 2019

Designation: Assistant Manager – Talent Acquisition

Position Handled: Front end developer, Backend Developer, Full stack Developer, Technical Lead, Technical Architect, Automation Testing, Manual Testing, QA Testing, SDET, Engineering Manager, Product Manager, PHP Developer, Dot Net Developer, Dot Net Lead etc.

Spider Tech Management (OPC) Pvt Ltd

September 2014 – November 2015

Designation: Executive Talent Acquisition / Placement Coordinator

Responsible for Campus recruitment, Mass recruitment, Placement Coordination & Internal hiring.

Client Handled:

Medlife, TCS, British Telecom, DocsApp, Wibmo, Reliance Jio, Banger tech pvt ltd, Sonata Software, Genpact, Accenture, Intuit, IBM, Binary Fountain, Campus Management, Talisma Corporation, NTT Data, Naggaro Software.

Personal Skills :

- Goal Oriented
- Positive Attitude
- Self –motivated
- Adaptable & Versatile
- Discipline & Punctual

Leisure Interest:

- Travelling & Area Exploring
- Interact with people
- Singing & writing poetry

DECLARATION:

I do hereby that the particulars of information and facts stated here in above are true, correct and complete to that best my knowledge and belief failing to which I will be liable for termination of my job.

Place: Bangalore

(Kamakshi Prasad Nayak)