**Yashwanth Tallada**

**Email:** Yashwanth.t007@gmail.com

Phone no. 8919779532

**Career Objective:**

Looking ahead to work in a challenging environment, which may enable me to integrate my skills and strive for excellence. I wish to join an organization which would recognize my working abilities and help me with a progressive career in any field

**Career Summary:**

* Passionate Domestic Recruitment professional with 4.0 years of experience and expertise in handling different technical requirements of our clients.
* Make use of simple recruitment principles and try to put best efforts to give what the client is looking for
* Having 8000 + LinkedIn connections
* Understanding the client requirements and act quickly to implement and process without compromising on quality.
* Sourcing candidates on various job portals, social and professional networking sites.
* Handled the different aspects of full-life cycle recruiting such as pre-qualifying, routing to Engineers for prescreening and scheduling interviews.
* Specialties: Recruiting, Sourcing and headhunting.
* IT Recruitment for full time or contract position
* Highly organized and able to manage multiple tasks at once
* A self-motivated, team player with organizational skills, with exceptionally good abilities to rapidly learn new concepts together with excellent interpersonal skills.
* Excellent Written & Verbal Communication Skills.

**WORK EXPERIENCE**

**PepsiCo (IKYA Global A QUESS Group)**

**Duration: June 2019 – Till Date**

**Role: Senior Talent Acquisition Specialist**

* Leading the End to End Recruitment life cycle for Technology Hiring

• Align with the Hiring Managers to understand the current and future hiring needs and plan for achieving the same.

• Run realistic preview through market research and analysis about job profile, organizations and cost to the company to persuade hiring managers

• Proactively identify, source and recruit candidates utilizing a variety of sources including, but not limited to, Internet postings and search, direct sourcing which includes job boards such as Naukri, Monster, employee referrals, networking, internal database, social media tools such as LinkedIn and third-party vendors/agencies

• Implemented effective referral program, most of the hires are from Internal sourcing & referrals (Vendor Cost is only 10-15%)

• Good in Competency Mapping to source highly qualified technology profiles with respect to Skill, Organization

• Having good knowledge on Talent Pool availability (Skill/Experience/Location/Organization)

• Good in candidate assessment & Offer Release, Salary fitment in the organization. Advise the business on continuous basis to ensure right talent onboarded and internal parity maintained.

• Have worked on Recruiting Tools – Talent Flow, Kenexa, Taleo

**Capgemini (Adam InfoTech)**

**Duration: Jan 2019 – June 2019**

**Role: Talent Acquisition Specialist**

**Roles and Responsibilities:**

* Responsible for sourcing profiles from Junior to Managerial level
* Implementing various channels of recruitment : Employee Referral, Job Portals, LinkedIn,

 Internal database

* Understand the requirement and source the profiles as per open demand
* Interacting with stakeholder on Daily & weekly basis to provide update on open demand.
* Working closely with Hiring Managers to fulfillment of demand/requirement.
* Taking care of Salary negotiations
* Involved in scheduling interviews also coordinate for the drive along with the Drive SPOCS & Panels
* Responsible to generate weekly & daily status reports
* Experience in review/screening CV, Salary Calculation & Negotiation. Involved in Internal hiring as well & taking initial interviews and scheduling interviews.
* Good in Employee engagement till candidate join. Offer acceptance by candidates & Document upload, Initiate BGV and On-boarding/Joining formalities.
* Supporting team to achieve a common Goal of Organization. Involved in Vendor management and resource management. Well organized & managed walk-ins drives and Mega Walk-ins.
* Report maintenance like offer acceptance, offer rejection, joined and no shows. Good expose in maintaining Excel reports.
* Handling the conference calls & Interacting with client for requirements, Feed backs and follow ups.
* Maintaining a database on various skill sets. Maintaining Database for Employee Referral Program. Maintaining track record for the submissions, selections & Joiners.
* Knowledge on Boolean search.

**United Health Group(Optum) on Payroll of Magna Infotech**

**Duration: July 2017 – June 2018**

**Designation: IT Recruiter**

* **Responsibilities:**
* **End to end recruitment:** Sourcing, Staffing, Scoping, and Onboarding candidates.
* **Screening:** Short listing candidates sourced through portal and validating them on their experience and interest on the role.
* **Lateral Hiring**: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
* **Hiring inputs**: Meeting hiring managers to understand niche skill profiles.
* **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards.
* Promptly informing the rejected candidates about the reason for the rejections.
* **MIS:** Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, monthly and quarterly headcount and hiring report.
* **Vendor Management:** Coordinated with various manpower consultants to procure resources for its operations, general screening of the candidate's profile, short-listing them for the interviews, worked on portals.
* **Background Verification:** Background Verification was carried out for the employees as per the policy, education.
* To understand the requirement coming directly from the **Business Unit/ Client**.
* To identify the Sourcing strategy and Database.
* Utilized databases, Portals, cold-calling to identify viable candidates.

**IBM (Through V Global Consulting) AS a RPO Role**

**Duration: May 2015 to June 2017**

**Designation: Recruitment Consultant**

**Responsibilities:**

* Responsible for Sourcing of Candidates for various IT through Jobsites, Headhunting, Referencing etc
* Liaise with Vertical heads and Delivery Managers to understand the demand and for planning the future recruitments.
* Coordinating with the Technical Panel all positions at Noida and closing the positions as per the deadline.
* Responsible for Candidate interaction, candidate relations.
* Initial Screening of the candidates and scheduling of Interviews with the Technical panelists.
* Constant follow - up with the technical panelists and people managers for Feedback on Scheduled candidates.
* Preparing and maintaining reports related to recruitment (Interviews conducted /Re-scheduling/ Short Listed Candidates / Rejected Candidates with reasons).
* Offer generation and salary negotiation.
* Post offers follow up with the candidates and maintenance of good relations till they join in.
* Reference check of the candidates to check the relevance of information collected.
* Arranging general Walk-ins, scheduled Walk-ins.
* **Educational Qualifications:**

|  |  |  |
| --- | --- | --- |
|  **Examination**  | **School/college** | **Year of Passing** |
| B. Com | Ambedkar University | B. Com |
| Intermediate | Board of Intermediate | Intermediate |
| SSC | Board of Secondary | SSC |

**Extracurricular:**

Good communication

Quick learner

Hard worker

**Personal Profile:**

**Marital Status :** Married

**Nationality :** INDIAN

**Languages Known :** ENGLISH, TELUGU, and HINDI

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:**

**Place:** Hyderabad (**Tallada Yashwanth)**