

## **MALLIKHARJUN LINGAM**

- MBA with 12Years of Experience in full life cycle of software recruitment services, Product Hiring, Campus Hiring, Requirements Gathering, Directors/Sr.Hiring Managers/Business Heads/Delivery Managers, Market Intelligence, Recruitment Strategy, Team Management and Vendor Management.
- Recruited seasoned professionals in all levels from Software Engineer to Senior Director level across various Domains & Technologies
- Strong planning capability for week-end /walk-in/scheduled interviews
- Maintained Applicant Tracking System (ATS) and Sending Weekly/Monthly Status reports
- Experienced in offer releasing process and post offer follow up with the candidate
- Responsible for new joinee's on-boarding process, arranging and coordinating Induction program
- Assisting the payroll team with Trackers & Reports
- Drive End to End PMS/Workday
- Constant interactions with the respective Business Heads in terms of status updates and future Recruitment Planning and Initiatives
- Inviting offered candidates to meet them with Leadership& Delivery team to have overall understanding about the Projects/ Program
- Experience in Negotiation, Background, Reference Checks

**Present Work Experience:** - Assistant Manager – Talent Acquisition – Concentrix (Convergys) from Jan 2019 to till date

### **Roles & Responsibilities:-**

- Meeting the Directors / Sr.Hiring Managers and execute optimal usage of all recruiting channels
- Building pipeline for Forecasting / Existing Requirements.
- Updating Hiring Dash board on weekly basis.
- End to End Hiring.
- Leading a team of Two Recruiters.
- Assisting the payroll team with Trackers & Reports
- Drive End to End PMS/Workday.
- SPOC for IJP & Employee referrals

### **Previous Experience Summary**

Dec 2017 to Sept 2018 Worked in **Unify Technologies** as Lead – Talent Acquisition

Feb 2016 to Aug 2017 & Apr 2011 to Sept 2015 worked in **ProKarma Softech Private Limited** as Sr. Executive

Aug 2008 to Apr 2011 worked in **Supreme Net Soft Pvt. Ltd** as Sr. IT recruiter & Sr. Business Development Executive

- Worked in Unify Technologies as Lead – Talent Acquisition from Dec 2017 to Sep 2018 in Talent Acquisition Group, wherein I was handling in the following,
  - Meeting the BU Heads / Delivery Managers and execute optimal usage of all recruiting channels
  - Building pipeline for Forecasting / Existing Requirements.
  - Updating Hiring Dash board on weekly basis.
  - End to End Hiring.
  - Leading a team of four Recruiters.
  - SPOC for Employee referrals
  - Assisting the payroll team with Trackers & Reports
- Worked in ProKarma as Sr. Executive from Feb 2016 to Aug 2017 & Apr 2011 to Sept 2015 in Talent Acquisition Group, wherein I was involved in the following,

- Sourcing and locating potential candidates from different channels, ATS database, Employee referrals, Social networking, Search Engines, Vendors and keeping track of responses, short listing of resumes.
- Meet with the BU Heads and execute optimal usage of all recruiting channels
- SPOC for Meet-n-Greet
- Handling Employee Referral
- Involved in Graduate hiring program thru campus hiring.
- End to End Hiring
- Managing & mentoring a team of two Recruiters.

➤ Worked in Supreme Net Soft from Aug'08 to April'11

- Joined as IT-Recruiter from Aug'08 till Dec'09
- Promoted to Sr.IT-Recruiter from Jan'10 till Aug'10
- Promoted to Business Development Executive from Aug'10 till April'11.

I was involved in Recruitment life cycle wherein I had contributed for Requirement Gathering / Analysis, Sourcing, Screening, Short listing profiles, interacting with Candidates / Clients, Scheduling and Coordinating Interviews till Offer Release.

#### **Responsibilities:-**

In coordination with the Client, I was involved with the following:

- Supporting recruitment activities for all the clients PAN India.
- Sourcing of resumes from different job portals for different verticals and horizontals.
- Screening and short listing of the resumes received.
- Checking with candidate's suitability, attitude, qualification, experience, communication skill.
- Scheduling the short listed candidates for interviews and tests.
- Acts as a single point of contact between candidates/clients.
- Follow up on offers made to ensure acceptance and joining.
- Interview co-ordination for both Technical test and HR interview.
- Coordinating with candidates as well as clients once Accepts the offer letter
- Recruiting Technical profiles at every level through Ads, Consultants and employee referrals.
- Managing & mentoring a team of two Recruiters

#### **ACADEMICS**

- MBA from Osmania University, Hyderabad, India
- B.Com from Osmania University, Hyderabad.

**I hereby declare that above mentioned details are true to the best of my knowledge and belief.**

Date:

Place: Hyderabad, India

**(Mallikharjun Lingam)**