**MANISHA TRIPATHY** Mob: 9538357065Manisha.hr.ta0@gmail.com

**Being a highly passionate Talent Acquisition Specialist, seeking challenging assignments where I can utilize my expertise & knowledge in a goal driven environment and adding value to the organization.**

**PROFESSIONAL SYNOPSIS**

* 9 years of working experience relevant to IT recruitment.

***Broad Area of Expertise***

* **E2E Recruitment (Taleo/ Workday)**
* **Niche Hiring**
* **HR Interviews**
* **Contract staffing**
* **Campus hiring**
* **BGV coordination**
* **Salary Negotiation**
* **Competency Mapping**
* **Offer rollouts – High on conversion**
* **Organizing Walk-in drives**
* Vendor Management
* Handled end to end recruitment cycle as a SPOC.
* Proficient in Recruitment Tools **[Taleo** and **Workday-Work life]** and Interviewing tool **[Plato]**
* Hands on expertise in handling requirements on Niche and Vanilla skills.
* Proven track record of high conversion ratio (Avg 80%)
* Got appreciation from Business and Client on closure for critical requirements before timelines.
* Drive meetings with business managers on market Insights for critical requirements.
* Successfully hired highly deserving resources on surgical needs.
* **Team Management** – Managed max of 5 recruiters and achieved team targets as well as individual targets as per SLA.
* Experienced on hiring of Tech and Non-Tech skills handling Bulk hiring, Leadership, Lateral hiring and bench sales recruitment.
* Expert in conducting **virtual Interviews** in Zoom Business for senior candidates on critical requirements.
* Hands on in Defining Recruitment path – Job Boards, ERP (Taleo/Workday), Social Media, Employee Referral, Own Database etc
* **Technology hired for (Products & Services):** Java, .Net, C#, VB.NET, ASP.NET, UI, Python, Java Script. Angular/React, MERN stack, UX Designer, Java/.Net full Stack, Mean Stack, C++/C/C#, Selenium(UFT/QTP/JMeter), SAP HCM, Data science, Big Data, Hadoop, Cassandra, SAN storage, Storage QA – Python, Cloud – AWS, Azure, GCP, SQL/NoSql DB Developer/Lead/Architect, IOT, AI, ML, Solution Architect, Emerging Technology Architect.

**WORK EXPERIENCE**

**Xoriant Corporation (Feb 2020 – Till)**

**Designation: Senior Executive Recruitment**

**Responsibilities:**

* Working as an individual contributor in managing different Business Units across India.
* Expertise on ATS Taleo for end to end hiring process.
* Reviewing the open positions and evaluating the need of hiring and prioritizing the tasks by giving market analysis to the hiring managers and approving it accordingly and addressing the concerns on timely basis.
* Working on Niche Skills across PAN India.
* Defining the TAT for closing the positions based on market analysis.
* Debriefing to the candidates.
* Doing market analysis on the target companies, tech stack available, work force available, etc.
* Sourcing, screening and qualifying the candidates and sharing the recommendations to hiring managers, on value the candidate can bring to the team.
* Coordinating the interview process with Hiring Manager and sharing the reviews on the interviewed candidates for further scrutiny
* Sharing the feedback with the interviewed candidates to maintain good candidate pool pipeline and getting prospective referrals
* Negotiating the CTC with the selected candidates and successfully Onboarding them.
* Hands on expertise working in Job Boards – Naukri, Hirist, IIM Jobs etc, LinkedIn, FB, Google/X-ray.
* Ensure deliverables are met within agreed deadlines
* Good conversion ratio (80%) – High on offered candidates engagement activities.
* Worked on niche and vanilla skills like - UX designers, UI developers(React), QA with Python and Network Security, QA – Selenium/UFT/JMeter/QTP, Core Java technologies with Micro services/Cloud/Dockers/Kubernetes /Cassandra/Big data, Storage QA with virtualization – VMware/VCenter/VSphere, NoSql DB Developers/Lead, Oracle DBA, DevOps (CI/CD, Ansible, Jenkins) with cloud based technologies – SRE, Oracle Apps consultants, Mern Stack Developer, L1 L2 Application Support – Linux/Unix/Windows etc
* Worked on Non-technical requirement like Social Media Marketing, Content writer etc
* Ensured high productivity and cost effectiveness to business.

**Boeing India Pvt Ltd (Feb 2019 to Feb 2020)**

**Designation: Recruitment Specialist**

**Responsibilities:**

* Established strong relationship with business leaders to understand and identify talent strategies.
* Single point of contact for entire business and the recruitment process (E2E).
* Being an Individual Contributor accountable for hiring process as per TAT.
* Created specific sourcing plan depending on hiring skills (Niche/Generic).
* Closely monitored the implementation and ensure timely delivery of assigned Requisitions.
* Strongly involved in Candidate engagement activity post offer (POFU).
* Built a highly demanding pipeline of talent pools for every role and maintain the database.
* Source talents from various platforms (Naukri, LinkedIn, Internal Career Site, Face book etc.)
* Updated with ATS (Taleo, Plato& Workday).
* Always built good rapport with offered candidates to ensure there interest level to join and minimize Pre-joining attrition.
* Facilitated interactions between candidates and business to fuel up their interest level.
* Maintained high productivity level towards the assigned role ensuring conversion as per SLA.
* Mainly involved in IT Product hiring- Product system, Enterprise Architect, Business Supply chain, Infrastructure and

storage, Analytics and related business units.

* Handled pressure in a fast paced environment with effective coordination with panel and being a team player operating in an IC role.
* Also involved in engineering hiring.

**Infosys Ltd (Aug 2014 to Feb 2019)**

**Designation: Team Lead Recruitment**

**Roles and Responsibilities:**

* Handled end to end recruitment life cycle – IC and Team
* Executed internal and external searches and posted advertisements for open positions.
* Achieved individual as well as team targets on a weekly/monthly/Quarterly basis as per client SLAs.
* Coordinated with line managers for productive recruitment strategies, planning and implementation.
* Developed a pipeline of prospective candidates to meet future resource needs.
* Handled Sourcing efficiently by effective use of internal and external sources.
* Identified, attracted, secured and closed skilled candidates.
* Done Job posting to attract talent pool from sources like Indeed, Naukri, Monster, Times Jobs, Indeed etc.
* Communicated with hiring managers and candidates regularly to establish rapport.
* Created network of contacts within industry and with recruiting agencies.
* Conducted all pre-employment screening and interviewing.
* Reviewed applications for position requirements.
* Maintained all applicant data in Applicant Tracking System (ATS).
* Handled Salary negotiations and Offer rollout and release Appointment Letters
* Performed Reference and background screening for the offered resources.
* Built profitable relationship with vendor on business requirement – do close follow up and submit report
* Team Handling - Managed a team of 5 recruiters cum coordinators, Built Team spirit to work on organization goal with a proper work life balance – Handled business escalation– review performance and guided to improve

**M/s. P.K.ORES Pvt Ltd.**

**Jan 2013 to June 2014**

**Designation: Executive (HR & Admin)**

**Roles and Responsibilities:**

* Analyzed the job description & sourced the profiles through various job portals like Monster, Naukri, TJ etc. and compiled resume from internal database of the company.
* Posted job on the portals, Mass mailing, and initial screening of candidates.
* Completed joining formalities, preparation of induction plan for new joiners.
* Coordinated timely allocation of ID cards, Email IDs, visiting Cards, Bank a/c for new joinees.
* Conducted exit Interviews for the client sites and maintain data for auditing purposes.
* Maintained the leave balance, attendance records. Handled query related to payroll and time sheet bookings.
* Conducted employee engagement activities every month as per approved calendar.
* Conducted refresher sessions with new employees presenting the company mission, vision, work culture, work ethics and policies.
* Monitored the budget/expenses month wise and maintained all documentation.
* Prepared month wise Salary data in excel and submit to accounts team.
* Handled statutory compliance part like annual & monthly return of EPF, Prof Tax.
* Timely submitted MIS report as collected from various sites and vendors.
* Maintained records of new joiner’s/ Resignation/ confirmation along with personal files.
* Maintained record on Manpower for succession planning.
* Timely processed KRA evaluation as per SLA and conducted midyear performance review for probationers.
* Participated in annual appraisal process including training.
* Identified training needs and accordingly prepared training plan. Coordinated all training programs with trainers and reviewed training effectiveness.
* Taken care of all HR &admin relate issues & delivering the best HR services to the employees.

**Recruitment firm, BBSR**

**May 2011 to Dec 2012**

**Designation: Counselor**

**Roles and Responsibilities:**

* Understand client-hiring requirements thoroughly, work on desired profiles.
* Preparation of JD, in case not provided by client.
* Sourced relevant CV from internal database, job posting in various free job Portals (Indeed, Face Book etc).
* E2E recruitment - Technical & Non-Technical positions – Hired Locally
* Maintained the employee database according to the fitment of experience, Roles& Responsibility, Qualification.
* Generated annual reports on hiring and furnished it to management for review.
* Identifying & networking with prospective clients, Retaining existing client.

**PROFESSIONAL TRAINING**

* HR Generalist : Taken Care of Joining formalities of the Employees , Training & Development, Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI & Other Employment Registration forms.
* Statutory compliances& Payroll processing: Taken Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc.

**CORE COMPETENCIES**

**Soft Skills**

* Excellent communication & interpersonal skills.
* Excellent presentation skills.
* Good people managing skills.

**Behavioral Competency**

* Self-motivated with go getter attitude.
* Adapts to changes quickly.
* Ability to grasp and understand new assignment with ease.
* Seeks out new responsibilities.
* Believes and practices self-development.
* Commitment to quality & result.
* Responsible, Sincere & hardworking

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**Technical Skills**

* Microsoft Office proficient; Word, Excel, PowerPoint, Outlook, Internet research expertise.
* Efficient sourcing Knowledge on job portals & social networking sites.

**ACADEMIC CREDENTIALS**

* Completed **MBA (Full-time)** from Utkal University, Orissa on 2009-11.
* Completed **CIT (2010)** from IGNOU ,Bhubaneswar.
* Completed **B.Sc. (Zoology Honors)** from Utkal University, Orissa in the year 2009.

**PERSONAL DOSSIER**

* Gender : Female
* Marital status : Married
* Languages Known : English and Hindi