Contact Details

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Prestigious Clients

Handled end-to-end recruitment for sub-contract candidates: *(to name a few)*

- Morgan Stanley
- Bank of Nova Scotia
- Microsoft
- Barclays Bank
- Chevron
- Citigroup
- IBM
- Ford
- GE Aviation
- GE Energy
- Nestle
- Nissan

Certification:

AIRS Professional Recruiter Certification (PRC)

Functional Expertise

- Maintaining positive relationship with clients and vendors.
- Expertise in handling escalations smoothly and provide the best strategy.
- Identifying prospective candidates (IT Specific) using a variety of channels
- Creating a candidate persona for each open position
- Conducting confidential interviews
- Following up on references and checking credits
- Presenting shortlisted candidates
- Build long-term HR relationships
- Developing a sustainable candidate lead strategy
- Advising the company on best recruiting practices and automation of the process.
- Hands-on experience in handling complete recruitment lifecycle

Manasa Kodali

Talent Acquisition (IT and Operations)

A Senior Recruiter with 9 years of experience in IT Technical Recruitment for various verticals like Banking, Finance, Automobile, and Energy etc. Expertise in handling Clients, Customer Relations, Escalations and Cross Departmental Coordination. Familiar with wide range of sourcing techniques, candidate evaluation methodologies and a strong track record of reducing hiring costs and improving retention rates.

Experience

Tech Mahindra, Hyderabad   June'2007 – July'2012
Assistant Manager – Talent Acquisition Specialist
Timeline: Entry Level Trainee -> Executive -> Team Lead - Assistant Manager

Accomplishments:
Sub-Contract and Direct Recruitment & Management
- Vendor Management activities:
  - Vendor empanelment & extensions
  - Driving walk ins
  - Vendor bench reporting
  - Automation of process
  - Vendor performance surveys

- First level escalation point on any process level deviation and SPOC for any process level clarity and KT.
- Proficient in using Boolean search with various job portals and familiar in using GitHub, Taleo, stack overflow in sourcing and selecting right candidates.
- Met aggressive SLA's and handled multiple high priority requirements.
- Execute huge volume hiring and ownership of the recruitment process from candidate souring, identifying, rate negotiating, selecting, onboarding and closing the requirement on time.
- Partner with project managers and vendors to understand recruiting needs and objectives of business.
- Scheduling Walk-ins periodically pertaining to skills when the demand is high in specific units.
- Interacting with the requestors, analyzing the validity / criticality of the demand flashed for sub con and direct recruitment.
- Maintaining good relationships with Vendors/agencies to drive timely and thorough sourcing of high quality profiles.
- Owning the on boarding and off-boarding process of Sub - con resource for the entire organization at offshore once the candidate is selected.
- Directing various issues such as absconding, no-show effectively and make sure there is no business loss.
- Generating VPO for the Vendor to start billing for the candidate.
- Making sure that there is no business wait in sub-contracts by off boarding them timely once the assignment is over.

Internal Resource Fulfillment
- As an Internal Resource Manager monitored the whole resource base and resource requirements across the organization.
- Leveraged the resource base to ensure highest fulfillment rate within the team for specifically Staff Augmentation Requirements.

Corporate Manpower Sourcing and Deployment – Staff Augmentation Requirements
  - o Verify the resource requests
  - o Validate the supply available to meet the demand
  - o Assigning the requirements to team members
  - o Preparation of reports – Fulfillment Matrices
  - o Resource Fulfillment
- To ensure timely allocation of right resources with the right skills to the Business Units in SAP.
- Responsible for the effective bench management and control of bench cost
- Responsible for the effective reporting data analysis i.e. reporting around all demands, status in terms of fulfillment.
- To be proactive and precise to the customer needs and minimize the cost to the organization by meeting the Customer expectations by effectively utilizing the internally available resources.

MIS
- Periodically generating and organizing reports of the fast-moving and the residual skills across the company and ensuring the availability of resources even in rare skills according to client's requirements.
- Generating Visa reports periodically depending on the fast-moving skills and analyzing them depending on the onsite requirement and offshore requirement across the organization.

Essar Oil Limited   **April'2014 – March'2015**
Assistant Manager
Main Duties
- Responsible for Inventory Monitoring
- o Tracking and maintaining inventory levels in the warehouse for all the items required at the site in the Work Over operations.
- o Checked the materials required for the Work Over operations every day and released the same from warehouse to the production site
- Managed the Risk Tracker
  - o Monitored the average daily consumption, lead times, material in stock and in transit, materials on order, advances to be paid and flagged the critical ones in the weekly project meetings for necessary action from the concerned

Strategies:
Utilised knowledge of the recruitment process especially pipeline management to successfully achieve the desired results within supply chain.

MBBS Solutions Limited   **Dec'2016 – Mar'2018 and Oct'2018 – Apr'2020**
(mbbssolutions.com)
Recruitment Manager
Accomplishments:
- Single point of contact for hiring and managing end-to-end recruitment.
- Spearhead full-cycle recruitment process, including developing job descriptions, sourcing, hiring, onboarding and off boarding the resource.
- Supervised all the escalations by being proactive and taking imitative in providing the solution without any loss to the business.
- Source talent through social media and other network channels.
- Administered all the Technical recruitments in the Company and also played the role of Scrum master for a few projects.
- Periodically lead and participate in Cross-business/functional projects and initiatives.
- Measuring and scaling workflow between candidates and clients.
- Demonstrated experience in building recruiting strategies for the business and make sure the right resources are onboarded on time.
- Decent track record of success in owning and executing the process to identify and attract talent for immediate business needs, as well as for long-term talent pipelines.