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Working as a **Talent Specialist** with an extensive full life cycle recruiting background and a proven track record in delivering and administering end to end hiring solutions in a demanding fast paced work environment.

Domain Expertise: Information technology, Data Analytics, Healthcare etc...

Core Competencies include: - Recruitment Strategy & Planning, Stake Holder Management, Vendor Management, Escalation Management, End to End Recruitment Cycle, Niche Hiring Delivery, Boolean & X-Ray search, Joining formalities, Exit formalities, HR operations.

SUMMARY

5 years of experience in Recruitment & HR across diverse domains.

IBase IT(Product development company) from May'18-Till date

Designation- Technical Recruiter

Roles & Responsibilities:

- Gathering detailed job descriptions and skill requirements from respective Hiring manager.
- Sourcing best talent from jobportals, personal/professional references, employee's referrals, Head Hunting, Networking sites e.g. LinkedIn, through Vendors.
- Screening of Resumes according to given Job descriptions & discuss with Hiring manager, Expertise in managing IT specific Recruitments for full time job roles, Mapping skill sets with the Market Intelligence for the companies and to source the required profiles.
- Coordinating with technical panels for technical evaluation and feedback and close approved candidates
- Taking HR Interview in order to assess the candidate's suitability, Attitude, Academics and Professional qualifications, Experience, Communication skills etc
- Handle joining formalities and coordinating with the respective teams for smooth joining of the candidate
- Handling EndtoEnd Offer process and ensure the offer reaching the resource in a stipulated time.
- Post Offer Follow Up with the candidate to ensure timely Joining.

Equifax Inc(Analytics company), from Aug'17-Mar'18

Designation- Talent Acquisition Partner

Roles & Responsibilities:

- Maintain regular interaction with the business head, delivery head & other stakeholders to update on various open positions.
- Set up strategic partnerships with hiring managers for understanding skills and background required for specific opportunities.
- Working with Staffing Vendors for explaining the requirement, Profile screening, Scheduling interviews etc.
- Participate in recruitment, interview and selection of candidates for various levels of position openings.
- Conduct full- cycle recruitment activity for open positions which includes different recruitment models, Walk-Ins, Employee Referral, External Vendors, Portals, Social Networking sites etc...
- Perform background checks through vendors on candidates prior to on-boarding them into the system. Negotiating prescribed compensation package with selected candidates for effectively closing the position.
- Skilled to work on niche and super niche technologies.
- Preparation of various reports like MIS, Trackers, and Offer Related reports.

Accion Labs(Staffing IT company), from Mar'17-Aug'17

Designation- IT Recruiter

Roles & Responsibilities:

- Direct interaction with client SPOC.
- Experience in complete recruitment life cycle process starting from sourcing - validating resumes, preliminary interviews, HR interview, salary negotiations, rolling out offers.
- Following up with the candidates from the date of offer till the joining date, through emails and phone calls.
- Interacting with Different Clients for gathering new or updated requirements, Feedbacks, Approvals and Follow up for sorting all post offer issues till on boarding.
- Skilled to work on niche and super niche technologies.

Axis Clinicals Ltd, from Nov'14-Nov'16

Designation- HR Executive

Roles & Responsibilities:

- Act as SPOC (single point of contact) for Hiring process right from the interview to on-boarding.
- Interacting with the Delivery manager, Project manager, Project Lead on regular basis for meeting internal recruitment of the organization for various positions.

- Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance / introduce and set the KRA for new joiners, design reporting system & assign mentor as per the respective department wise.
- Organized various employee engagement activities like festival events, Happy hours, Team lunch and Team outing etc.
- Maintaining employee database/ Personal Files / Records of employees.
- Handled leaves management by tracking daily attendance of all employees.
- Assisting employee grievances.
- Helping employees in exit formalities.

Qualification :

- M.B.A in Human Resources from RK College of Management ,Vijayawada- 2014
- B.tech with specialization in ECE from PITS,Jaggiahpet-2011

Competencies:

- Ability to work in multi-functional work environment.
- Time management skills as well as documentation skills that is required for HR Professional.
- Good with job portals as well as Employee Database Management & Admin skills.
- Handling work pressure in a positive way.
- Excellent Written and verbal Communications skill.
- Appreciated by stake holders for closing niche positions in short duration.

Declaration:

I hereby declare that the above information is correct to the best of my knowledge and belief and have not suppressed any material or information in the above statement.

(Sasidhar Kaja)