**Pavan Mvs**

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**SUMMARY**

* HR Professional with more than 10 years of experience in handling different facets of Human Resources functions including Talent Acquisition functions, HR Operations, Resource management, HRIS, Onboarding, Recruitment, Reporting, Benefit administrations.
* Involved in Full life cycle Recruitment: sourcing strategies, phone screening candidates to check their fitment, salary negotiation, scheduling client interviews and follow ups till closure.
* Maintain a working knowledge of recruiting procedures and policies and assist in facilitating the transition of new hires to their regular teams
* Well experienced in Sourcing, Phone Screening and Recruiting top talent for various Technical requirements using Job Boards, Open Networking sites and X-Ray/Boolean Search Strings.
* Hands of approach to all stages of the Recruiting and Hiring processes including Sourcing, Resume tracking, Interviewing, Background Check, Salary negotiation, and closing. Worked with Direct Clients, as well as in layers.
* Facilitated in Campus recruitment drives and served as a liaison between university and job applicants.
* Strong proficiency with Tableau, ATS, Salesforce, Avature, Staff Track, My source, SharePoint and Microsoft Office applications.
* AIRS Certified & Deloitte Process Knowledge Certified.
* Certified **Tableau Desktop Specialist.**
* Expertise in **Tableau Desktop** (Hands on experience in analysis, design, testing, development and implementation of client/server and web applications)
* Experience in Tableau Server Installation and Configuration, creating users, groups, projects, providing access levels.
* Worked on various Tableau functionalities like Tableau Extracts, Parameters, Filters, Contexts, Data Source Filters, Actions, Functions, Trends, Hierarchies, Sets, Groups, Calculations, Data Blending, Joins and Maps etc.

**Professional Experience**

**Deloitte**

**Senior Analyst - Talent Acquisition**

**March 2011 – June 2020**

**Responsibilities:**

* + Sourcing, Screening and Recruiting the best talent for different Consulting requirements using various active & passive channels like (Monster, Dice, Career Builder, Naukri, Indeed, LinkedIn, ATS) and also using X-Ray/Boolean Search Strings.
  + Involved in recruitment function across multiple business units including Consulting, Audit, and Financial advisory services.
  + Resource Management (through internal candidates' database, internet mining and job boards).
  + Well versed with RMS (Taleo), Salesforce databases (SME) and Avature.
  + Research and prepare Build outs from RMS and LinkedIn.
  + Conduct phone screenings and schedule interviews.
  + Periodically connect with the recruiters/coordinators to share onboarding status, process updates, discuss critical onboarding issues, key process issues and seek feedback wherever applicable.
  + Strictly adhere to the process and timelines set for the recruiting/hiring process.
  + 100% compliance on all HR/Practice/Organization related policies and procedures.
  + Maintain quality consistently on all the processes.
  + Coordinate with all the other team members internally and with other groups within Recruiting Services to drive for quality and SLA's on all deliverables.
  + Manage hiring for Campuses, Technology, Human Resources and Consulting Service Lines.
  + Handling recruitment process in the organization through Job Portals, Employee referral, Walkins, daily resources and networking.
  + Facilitated in Campus recruitment drives and served as a liaison between university and job applicants.
  + Conduct HR Round Interviews for shortlisted candidates across levels.
  + Salary and Benefits negotiations, Offer letter generation with shortlisted candidates.
  + Follow up with Offered candidates to ensure successful onboarding.
  + Partner with Line Managers/Business Unit heads to understand requirements / profiles.
  + Understand the business needs and timely deliverables of resources.
  + Active participation in Business Calls for staffing to ensure quick closure of open positions.
  + Organize mass recruitment drives.
  + Gathering, maintain and provide accurate data, reports and analysis.
  + Take part in **Resource Management** initiatives or programs, supporting different phases.
  + Maintaining accurate data regarding the start date/end date of current projects, resource availability, partner onboarding and skillsets of all resources. Knowledge of Resource Management Systems, Tools and Processes.
  + Support process related activities are executed (Training, Documentation, Deployments, Roll Offs) within the management.
  + Strong hands on experience on reports like Scheduled hours, Practitioner Skills and Availability reports.
  + **Agency Referral**: Spoc for the US agency referrals, Validating the candidates submitted by Vendors/recruitment agencies to Deloitte via an electronic process (an agency portal linked in with RMS) and does the duplicate check on the CRM tools (RMS, Salesforce & Avature), Notifying the stakeholders on the status of the candidates on a daily basis by extracting the report from the BO reporting tool.
  + Managing Mailboxes (**Agency Referrals, US Region to Region Referrals, Campus Recruitment, Rehire Mailbox(alumni), Referral Response Mailbox**).
  + **Rehire (Alumni) spoc:** Receives emails from the boomerangs expressing interest in rejoining deloitte. As an ARM, instruct and process these alumni’s with ‘white glove’ approach.
  + Responsible for processing **Internal mobility** applications from internal employees, validating transfer eligibility depending on their previous year ratings and other eligibility criteria and sharing the applications with respective Deloitte recruiter for that particular requisition in specific format.
  + As Internal Mobility spoc, I would look after employees' queries related to internal movement / Internal Transfers, also send out communication email to the employees acknowledging their applications and update them on other progress using mail merge.
  + I look after the Referral Response Mailbox where I address employees’ concerns related to employee referrals and bonus related queries and respond to them spontaneously.
  + Train the newcomers on Job Board Searches, LinkedIn, and passive sourcing. Train them in preparing the search strings and using the job boards. Hand hold the newcomers till they are familiar with the process and act as their mentor when required.
  + Co-ordinate with the technology teams in getting the team members required accesses.
  + Worked on preparing process related SOP documents to serve ready reference for the newcomers.

**SITA CORP India Pvt Ltd**

**IT Recruiter**

**APRIL 2010 – February 2011.**

**Responsibilities:**

* Recruited Consultants for Various SAP Positions.
* Gathered Job requirements from Accounts Manager and Onsite Senior Staff Recruiters.
* Accountable for screening and filtering best suitable resumes as per requirements.
* Sourced resumes from various Job Portals like Monster and Dice as per the Client’s requirements.
* Edit and reformat resumes as per the company requirements.
* Posting jobs on job portals viz. Dice.com, Monster.com, Naukri.
* Conducting telephonic interviews with short listed candidates.
* Negotiated their salary before submitting to the Client. My responsibility further included following up with the Consultant for various updates on interviews and placements.
* Constant interaction with Hiring Managers to understand their resource requirements.
* Creating database of all levels on various functions and maintaining the details on the excel sheet.
* Worked with Consultants on Green Card, EADs, US Citizens, Corp-to-Corp, 1099 and W2.
* Met deadlines for requirements and quality delivery of the consultants.
* Assisted HR Manager with employee relations issues, terminations, exit interviews, training, performance management, and employee/manager coaching and counseling.

**Honors and Awards:**

**Spot Awards:**

* Fordemonstrating great leadership skills in rolling out several critical key projects in the Referral Team.
* For providing exceptional and customized Client Service to AMS Service Line, in-depth knowledge in Technical skills have earned good appreciation from the stakeholders.

**Academic Background**

* M.B.A (HR and Marketing) from Dhruva College of Management (Business school), Hyderabad, 2010.
* B. Com from Nalanda Degree College, Vijayawada (Acharya Nagarjuna University) 2007.

**Extra-Curricular Activities**

* Participated in Firm Level Cricket tournaments at Deloitte.
* Organized and participated in the Firm wide initiatives (Greening, Deloitte Employee Giving Programs, Impact day (CSR activity), Marathon & Cyclothons).
* Organized and participated in the corporate anniversary events in Deloitte.