

PROFESSIONAL SUMMARY:

A seasoned technology sourcing specialist and a talent acquisition leader with close to 10+ years of experience in managing and setting up recruitment process, systems and procedures for product development, IT services & support services for the esteemed clients. Strategized and managed large and complex hiring assignment for multiple global business units. Proven track record in exceeding targets in a demanding, high-volume and multi-disciplinary environment.

I am a strong leader with good balance of analytical skills, interpersonal skills, integrity and tactical leadership, able to prioritize work, communicate clearly, and motivate others to achieve aggressive short, medium and long-term goals. This has brought me a management performance awards & client recognition and I have achieved success in critical situations within a limited time-frame which fetched regular appreciation from the clients.

A self-motivated and intuitive, effective at human relations and talented to manage both time and resources to maximize productivity. Enjoy working in a fast paced and collaborative environment and a strong believer that positive attitude and smart work produce success. Experience in translating business strategy into talent acquisition plans & process innovation.

Hiring across all levels of information technology in facilitating -recruitment solutions, resource management and complete exposure on recruitment life cycle, manpower planning, budgeting, retention management, talent development, salary negotiation, compensation & benefits, controlling attrition, training & development and administering performance management.

Current Employment:

Solugenix India Pvt Ltd, Hyderabad

June 2013 to Jan 2020

Solugenix is an information technology services firm founded in 1969 has rich history in IT Solutions and Service Management innovation of providing comprehensive technology services and solutions since from five decades. As a pioneer in IT services, Solugenix partnered with some of the biggest global corporations across many industries. Our history was built on a foundation of partnerships with global brands like McDonald's, Microsoft, CIT Group, Johnson & Johnson, Herbalife, Sony Pictures Entertainment, and many others. Whether it's providing dedicated support centers, staffing quality teams, or delivering business service solutions, clients can always count on Solugenix.

Current Job Profile Summary:

Designation: Team Lead – Talent Acquisition

As a Lead for Talent Acquisition, I lead the rapid growth of our organization by finding top talent from all over the India. In a hands-on role and with direct responsibility through the entire recruiting process, I develop and implement candidate talent pipeline strategies through sourcing channels, recruitment campaigns, Internet searches, networking groups, social media, database search, referrals and advertising.

I lead and manage every aspect of the recruiting process and ensuring successful employment, on-boarding and integration.

My role and responsibilities include but not limited to;

- Design and implement an amazing sourcing strategy to identify and attract the best candidates.
- Bring fresh ideas and insights to advance our company's Talent Acquisition strategy and vision for the future. Research and cultivate new and innovative recruiting sources to develop a pipeline of technical talent.
- Conduct regular reviews with department directors/technical managers to report on retention, staffing, metrics, diversity efforts, and mission critical projects in order to provide transparency around the activity.
- Understand priority needs and establish a long-range talent game plan.
- Identify and develops strategies, services, and activities to support the current and future talent acquisition needs of the business.
- Build project timelines (recruiting plan) for new talent searches.
- Live and breathe Delivery Centric core values to successfully maintain our one-of-a-kind culture.
- Extensively worked on Resource Management and Complete exposure on Recruitment life cycle & End to End Recruitments.
- Extensive experience on Manpower Planning, Budgeting, induction, Retention Management, Talent Development, salary negotiation, Compensation & benefits, controlling attrition, training & Development, Administering performance management, Market Research etc.
- Managing the responses, Scrutinizing, Initial Screening, short-listing, cross check of References, Arranging Interviews, Decision-making, Convey the decision & Appointment action would be my day to day activities.

- Proficiency with employment interviewing techniques.
- Familiarity with Internet navigation and on-line recruiting tools job postings and job description.
- Excellent relationship management skills to develop successful networks within senior management and staffing teams.
- Proven top performing with innovative sourcing and hiring candidates at all levels.

Previous Employment:

Kaizen SRA Technologies Pvt Ltd, Hyderabad

March 2011 to October 2012

Kaizen SRA Technologies [An ISO 9001:2008 certified company] provides consulting and IT services to clients globally - as partners to conceptualize and realize technology driven business transformation initiatives and it's operating since past 15years. Specialized in the areas of Recruitment, Staffing, Training and Development. Head quartered in New Jersey, US & having branches in India in Hyderabad, Mysore, Pune & Coimbatore.

Job Profile Summary:

Designation: Senior Recruiter – Talent Acquisition

Firstly, My Job profile essentially consists of IT Recruitment & Staffing Services such as Talent Acquisition, Resource Delivery, Resource Management and Account Management primarily and secondly Induction & Orientation, Resource Management, Training, etc.

My primary responsibilities are Providing Hiring solutions (Complete recruitment process) from entry level positions to Skills wise Architect roles to our esteemed IT clients.

Key Account Management:

Direct Interaction with the clients – Gathering the requirements, sending profiles, continuous interaction & checking the status of the profiles, co-ordinate for interviews of short-listed candidates.

My Responsibilities includes but not limited to:

- Resource Planning, Review and suggest changes to sourcing process, policies and methodologies on regular basis.
- Extensive experience in managing the entire Recruitment process and report to one of my Directors which includes entry level requirements to Skills wise Architect roles to our esteemed clients.
- Continuously evaluate available sourcing tools in the market, obtain knowledge of new tools and evaluate them.
- Acquire and track market information on availability of resources.
- Establish a recruiting strategy by analyzing job descriptions and Client feedback.
- Assessing requirements with a focus of high-level data collection, based on the released job description from the client.
- Research the identified concepts and translate them to searchable terms to help recruiters (Keyword loading) for finding the appropriate candidates and requirement Allocation to the team.
- Study & research the clients' background, history and their intricacies to submit best fit and, established appropriate and effective sourcing and recruitment practices.
- Give the correct industry titles to the recruiters based on job description
- Scrutinize proposed candidates from recruiters and identify the best fits by teaching them out
- Participate in client meetings for requirement clarification and update and close interaction with client technical team based on requirement.
- Adding more inputs to Job Description which can be easily understood by team based on given inputs by the clients.
- Search for relevant resumes in Internal database, references, head hunting, Job boards, social networking sites.
- Scrutinize sourced candidates by team, Shortlist and submit to client for further proceedings.
- Preparing some basic technical questions based on the requirement and guide the team to evaluate for initial screening and assess their communication, suitability & capabilities.
- Sending the shortlisted resumes to the client and schedule interviews with technical teams.
- maintaining the tracker, follow-up with the clients for feedback and co-ordinate till we close the open requisitions.
- Facilitating the Personal Development Plans and Performance Improvement Plans.

Freelance Recruiter

April 2010 to Feb 2011

Vaptech, Inc

Feb 2008 to March 2010

Accounts Manager – IT Recruitments

Head-Quartered at South Plainfield, New Jersey, USA

Vaptech, Inc is an IT Service industry company providing IT resources to the clients located in America.

Responsibilities and Accomplishments:

As a Manager, extensively worked on new recruits on technology wise (H1 Resources) Scrutinizing them and give the best resources to the company. Extensively working on W2 consultants and Corp to Corp to place the resources based on client requirements.

- Worked as a manager handling complete offshore team (BDM & Recruiters) and setting up target matrix and helping them to achieve the given targets in terms of getting the projects to consultants.

- Conduct grievance discussions on one-to-one basis that hindered performance and factors that enabled performance escalating issues whenever needed to higher management.
- Making them to understand process of Sales & recruiting Corp-to-Corp process and negotiating and resolving vendor issues to get the best results.
- Taking escalated issues to resolve whenever it's needed.
- Helping the team to search for requirements by means of search strings from job-portals as: Monster.com, Dice.com, Computerjobs.com, Carrerbuilder.com, nettemps.com etc and other recruiting web site and successfully placed qualified consultants.
- Concentrating to Increase complete Business by marketing both the companies own H1B **visa** holders & third-party consultants to getting successful closure's according to the client's job requirements.
- Extensive knowledge of handling the overall process of getting the requirements from the clients, submission & follow ups, interviews & closures.

Client's Handled: AT&T Mobility, JP Morgan Chase, and United parcel Service .

**Anovatek Software and Consulting Services Ltd.,
(A subsidiary of Attic Technologies Inc - New Jersey, USA)**

Senior Executive – IT Recruitments

Oct 2006 –Jan 2008

Worked as a Lead, providing the training on weekly basis and mainly to understand the team and helping the team members in sourcing the consultants with various skills and the responsibilities included taking care of Business Development life cycle and train the all the new associates:

Responsibilities and Accomplishments:

- Working as Lead handled a team of 4 Executives, setting team performance & reviewing performance against KRA's (Key Result Areas) on weekly basis.
- Review and mentor each team member, facilitating them to achieve their daily/weekly/monthly targets.
- As a Trainer used to train the new comers and assigned them tasks on daily basis and provide them training based on their performance and levels.
- Sales Team Planning, Coaching, directing, appraising on Monthly and quarterly basis.
- Supporting team members in process of Sales & recruiting Corp-to-Corp consultants and negotiating and resolving vendor issues.
- Coordinating and interacting with clients for all activities of recruitment for existing as well as new ones.
- Search on various technology-based requirements, getting the positions from the clients, also submitting the suitable profiles obtained from the resource team or the vendor lists.
- Requirement understanding through technology & client research
- Building & maintaining Client relationship for the various technologies including: **Java, .Net, ERP, Data warehouse, Testing tools, CRM tools** etc.
- Maintaining Effective Client relationships for getting a continuous business past & present Client list.
- Client & Consultant calling, Interviewing, pay negotiation and extending offer.

Client vendor's Handled: Ajilon, Technisource, Ciber, Horizon technologies, Alden associates, Tek systems, River Point LLC, Sapphire, Modi's, Kforce, Comsys, Exacta Corporation, Pragmatic Solutions, Code Works etc.

**Mercury Outsourcing Management Limited
(A subsidiary of VJIL Consulting Ltd - USA, UK and Middle -East)**

Sep - 2004 to Oct - 2006

Designation: Executive – Customer Support

Responsibilities and Accomplishments:

My responsibilities as a **Support Executive** includes:

- Data Validation for Business Development includes Market Research and Recruiting team.
- Worked on back-end process for Debt Collections and Handle Outbound Calls for B2B as well as B2C Campaigns.
- Extensive knowledge of handling the overall process of getting the requirements from the clients, follow ups, interviews & closures.
- Maintaining Effective Client relationships for getting a continuous business past & present Client list.

My responsibilities as a Telephone **Market Research Interviewer** includes:

- Participated in telephone survey for Frequent Flyer Research, Automotive Refinish Paint, Leadville Chronicle/Snowmass, Colorado Mountain Newspaper Survey, Chevron/Texaco fuel research, Frost & Sullivan, Reynolds & Reynolds, Minnesota dept of Transportation, Leadville Chronicle/Snowmass, etc.

EDUCATION:

MBA/PGDBA – HR from Symbiosis Centre for Distance Learning, Pune.

Bachelor's Degree in Commerce from Osmania University.