

# Sai Srikanth Kanchinadham

Talent Acquisition Specialist

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## Professional Summary:

Talent Acquisition Specialist with 4.6 years of strong experience in sourcing, recruiting, staffing, retrenching, Administration and Employee Engagement activities.



## Skills

- Applicant Tracking Systems ●●●●●
- Talent management ●●●●●
- Salary and benefits negotiations ●●●●●
- Recruitment ●●●●●
- Candidate pipeline management ●●●●●
- Compensation analysis ●●●●●
- Global recruitment ●●●●●
- Candidate tracking ●●●●●
- Contract Negotiation ●●●●●
- File and records management ●●●●●
- Pre-Employment Screening ●●●●●
- Candidate Sourcing ●●●●●
- Customer service ●●●●●
- Talent Recruitment ●●●●●
- Work Authorizations ●●●●●



## Work History

- **Talent Acquisition Specialist**  
*Catchpoint, Bengaluru, Karnataka*  
**Recruitment:**

- Handled full cycle PAN India recruitment process of sourcing and screening potential candidates till joining (IT/Non IT).
- Identified and created recruitment performance metrics and data to analyze trends, drive change and assess progress.
- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Sourced and screened candidates for IT/Non-IT roles and worked with hiring managers to coordinate interviews, offers and onboarding.
- Optimized sourcing networks using ATS (Jobvite), HRIS (BambooHR), Job portals (Naukri, Indeed, HIRIST.com, IIM Jobs and Instahyre), Social Media (LinkedIn, Glassdoor, Facebook, Google+ and WhatsApp group).
- Conducted and Coordinated Online Test, Group Discussions, Technical Interview, HR Interview and Psychometric tests.
- Evaluated resumes, interviewed (preliminary screening through skype) and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Leveraged employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.
- Built talent pipelines of applicants for different requirements through ATS and direct source to support efficient and effective hiring.
- Periodic follow-up with offered candidates to ensure candidates are on track.
- Ensured that candidates are hired as per desired requirement, from various sources and through low cost channels.
- Conducted Hackathon and hiring talents through Hackathon.
- Acted as brand ambassador to educate candidates on culture, career growth, benefits and advantages of working for company.
- Recruitment Process in charge. Creating JDs, posting it on Internal and external websites, screening of CVs, Organizing Interviews, releasing offer letters, follow up till candidates joining organization.
- Developed and maintained strong working relationships with executives, HR team and hiring managers to foster partnerships that produced consistent results.
- Developed communication and marketing plan and leveraged talent acquisition tools, resources and campaigns to source and attract top talent.
- Assisted in joining and exit formalities, generated offer letter, calculated payroll, provided induction regarding company HR policies and maintained employee records digitally.
- Up-scaled company from 76 employees to 120 employees till date.

#### **Campus Hiring:**

- Coordinated and carried Recruitment drives of 200+ fresher candidates.
- Responsible of post offer & joining of campus hires.
- Off-Campus drives and Support for other lateral hiring.
- Planned & implemented of campus branding engagements with colleges & business unit for India location.
- Identifying future need and establish center of excellence with potential

colleges.

#### **Compensation and Benefits:**

- Researched compensation and benefits policies and plan.
- Assessed organization's pay structure.
- Market Intelligence for comparing compensation and benefits plans, job classifications and salaries through data with other competitors.
- Ensuring compensation and benefits plan are cost effective and competitive

#### **HR Administration:**

- SPOC for all HR - related queries.
- Assisted in recruitment process.
- Set- up interviews and issue relevant correspondence
- Administer HR related documentation, such as contracts of employment.
- Liaise with recruitment agencies.
- Arranged on-premise doctor and ambulance.
- Setting - up sick room at office for employees to rest, in case unwell.
- Organized fire and safety training workshops.
- Ensured food in canteen is hygienic and assisted in escorting for women employees in cabs.

#### **Other HR activities:**

- Handled On-boarding, Induction, Exit Formalities and PMS
- Bank account opening for new joiners.
- Coordinated Training Calendar for employees. Ensured completion of training as per training calendar.
- Involved in updating HR policies.
- Responsible for CSR activities.

2017-03 - 2019-02

#### **Talent Acquisition Specialist Contractor**

*PwC - US (On a payroll of ObjectWin Technology for 1.11 years), Bengaluru, Karnataka*

#### **Recruitment:**

- Handled full cycle PAN India recruitment process of sourcing and screening potential candidates till joining (IT/Non IT).
- Identified and created recruitment performance metrics and data to analyze trends, drive change and assess progress.
- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Sourced and screened candidates for IT/Non-IT roles and worked with hiring managers to coordinate interviews, offers and onboarding.
- Optimized sourcing networks using ATS (WorkDay), Job portals (Naukri and IIM Jobs), Social Media (LinkedIn).
- Conducted and Coordinated Online Test, Group Discussions, Technical Interview, HR Interview and Psychometric tests.
- Evaluated resumes, interviewed (preliminary screening through Skype) and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Leveraged employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.

2015-08 - 2016-08

- Built talent pipelines of applicants for different requirements through ATS and direct source to support efficient and effective hiring.
- Hired 80 candidates for various positions.
- Periodic follow-up with offered candidates to ensure candidates are on track.
- Ensured that candidates are hired as per desired requirement, from various sources and through low cost channels.
- Developed and maintained strong working relationships with executives, HR team and hiring managers to foster partnerships that produced consistent results.
- Assisted in joining formalities, generated offer letter, calculated payroll, provided induction regarding company HR policies and maintained employee records digitally.

## Management Trainee - Human Resources

*Penna Cement Industries Ltd, Hyderabad, Telangana*

### Roles and Responsibilities

- Manpower Planning & Optimization at Plant
- On time Recruitment up to Director Level
- Developed Structured Induction of Trainees / Joiners
- Payroll Management /SAP Norms / Compliance
- Facilitated KRA Setting and Annual / Half Yearly Appraisal Process
- Coordinated Training & Development Activities / Action Plans
- Motivated employees to participate in Organization Excellence initiatives like 5 "S" KAIZEN.
- Skill / Competency Mapping & Development
- Individual Development Plans for Identified Critical Positions up to Manager Level
- Structured Job Rotations & Job Enhancements up to Manager Level.
- Employee Engagement Activities - Formal & Informal
- Employee Delight / Dipstick Survey / Feedback Analysis

2011-07 - 2013-07

## Mechanical Engineer

*Megha Engineering and Infrastructures Ltd, Hyderabad, Telangana*

- Established and Involved in ERP system for 2 departments at Hyderabad and Gurgaon location.
- Coordinated and involved in temperature check of Pressure Vessels



## Education

2013-08 - 2015-09

### MBA: Human Resources Management

*Alliance Ascent College - Alliance University - Bengaluru*

2006-08 - 2010-04

### Bachelor of Science: Mechanical Engineering

*Gayatri Vidya Parishad College Of Engineering - Visakhapatnam, Andhra Pradesh, India*



## Interests

- Playing cricket



## Hobbies

- Singing
- Cooking