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Summary

Talent Acquisition Manager with 9 years proven track record of successfully driving and managing full life cycle recruiting for a wide variety of with a strong work ethic and a “no excuses” approach to recruiting challenges. Seasoned recruiting career encompasses expertise in PAN INDIA Recruitment.

Key Skills: Recruitment Dashboard/ Recruitment Planning/ Training/ Performance Management/ KRA-KPI/ Documentation/ PIP/ Induction, Presentation etc.

Experience

Talent Acquisition Manager

Rays TechServ Pvt. Ltd.

Jun 2021 - Present (1 year 1 month +)

- Plan and implement company talent acquisition strategy
- Develop company’s policy for talent benchmarking, talent assessment and interviewing
- Conduct sourcing activities in order to fill open positions
- Perform analysis of organizational development and anticipate future employment needs
- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Design and manage recruitment and selection processes (resume screening, screening calls, interviews etc.)
- Reviews employment applications and background check reports
- Lead employer branding initiatives
- Represent company internally and externally at events with a goal of networking and relationship building with potential candidate communities.

Monitoring Support Engineer

NSEG Pvt. Ltd.

Jul 2020 - Jun 2021 (1 year)

- Remotely monitor clients’ portal and immediately advise the reactive team of issues affecting site production and availability.
- Provide support to the reactive and the O&M team to diagnose and remedy operational problems.
- Responsible for daily monitoring, quarterly report, performance report and underperforming sites etc.
- Provide the necessary support to the reactive and the O&M team during the regular reporting cycle.
- Analyse the monitoring system data to identify current and historic long-term issues, faults and any patterns that may indicate irregularities with the installed equipment.

Talent Acquisition Manager

Mantra Softech

Jun 2019 - Jul 2020 (1 year 2 months)

- Drive and direct all recruitment efforts and processes.
- Implement strategic hiring procedures and improve upon recruitment measures.
- Direct and oversee the hiring of upper management and executives.
- Create and suggest new and effective interviewing procedures and techniques.
- Ensure current staff numbers are sufficient and appropriately distributed.
- Engage in effective recruitment methods to determine useful applicant markets.
- Directly interact with job candidates and respond to initial queries.
- Conduct initial candidate screenings and interviews.
- Refer qualified and selected applicants to specific department for further interviews.
- Conduct and request required tests needed for hire (proficiency, background, drug, etc.)
- Set clear goals and benchmarks for recruitment team.
- Train and supervise recruiters in correct company processes.
- Encourage open lines of communication between yourself and recruiting team.
- Conduct frequent performance reviews for recruiters.
- Document and present detailed progress reports of recruiting campaigns.
- Demonstrate to candidates a positive reflection of our brand and company.

Talent Acquisition Lead

XDuce

Dec 2017 - Jun 2019 (1 year 7 months)

(Feb 15 - Apr 16 & Dec 17 - May 19) 2 Years 9 Months

- Extensive experience in recruiting for cleared positions in the Networking, Developing, Healthcare, Financial domains.
- Worked on Contract, Full-Time position in IT.
- Expert in W2, and Corp-to- Corp deals.
- Successful self-starter with strong interpersonal skills and positive attitude.
- Adaptable to changing environments with proven ability to work independently or in a team environment.
- Hands on experience in sourcing the candidates on Job Boards CareerBuilder, DICE, Monster, TechFetch. Also used Google, LinkedIn in sourcing the resources and Contacts.
- Building good relationship with clients as well as candidates to improvise the placement.
- Recruited for numerous IT positions including, but not limited to Network Engineers, Architects, Developers, System Administrators, Analyst and Database Administrators.
- Client Server technology skill sets include, but not limited to: UNIX, AIX, Windows, Linux, Solaris, Oracle, PeopleSoft, Testers, Hyperion, SAP, Java, J2EE, Scrum/Agile WebSphere and Lotus Notes, Mainframe developers & administrators and Project Managers.

Senior Talent Acquisition Specialist

Kyra Solutions, Inc.

May 2016 - Nov 2017 (1 year 7 months)

Responsible for full cycle recruiting efforts for exempt level candidates for positions in Engineering, Business Development, Program.

Source passive and candidates for all exempt positions through cold calling, internet sourcing through traditional job boards, social media sourcing and Boolean searches.

Report on sourcing metrics and results to summarize weekly activities and ROI of recruiting resources.

Dedicated to the proactive recruiting of the best quality I.T. Consultants.

Considers state and local government entities as strategic clients and is committed to providing undivided attention during any engagement.

Deliver successful projects and give clients the highest level of attention and expertise on every project.
Talk with candidates at length and gain as much information about their experience and background as possible to ensure the job opening is in line with their expertise and personality.
Work with candidates on their interviewing skills and give resume assistance.
Help candidates improve their marketability and interviewing skills.
We work as one team with one goal in mind: be a trusted partner to our clients by exceeding their expectations every time.



Talent Acquisition Specialist

Paramount Software Solutions, Inc

Jan 2013 - Jan 2015 (2 years 1 month)

- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
- Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
- Established business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships.
- Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
- Performed recruitment tasks by applying the policies, rules and procedures of the organization.
- Call and source candidates for IT skills for USA Clients.
- Sourcing candidates Include: Identify marketable candidates through multiple sourcing methods including: client/ candidate referrals, internal applicants.
- Development of target-company lists, social networking sites, resume search engines (Monster, Dice, CareerBuilder, Tech Fetch, Job Diva, and all major search engines.)
- Shortlist quality resumes in terms of Expertise, Qualification and skills sets for Particular role/ position.
- Understood the recruitment of the clients and screen candidates accordingly.
- Source and screen qualified candidates for various position including: IT Project manager, QA Engineer, Business Analyst, Java Developer, PeopleSoft Techno-Functional Consultant, .Net Developer, IBM and Technical Writer.



Customer Support Specialist

Aegis Global

Feb 2012 - Dec 2012 (11 months)

Education



Solent University

Bachelor's Degree, Software Engineering

2009 - 2012

Licenses & Certifications



MYSQL Database Expert 5 - Manipal ProLearn

Issued Sep 2014 - Expires Sep 2017

Accredible-10304566

Skills

Troubleshooting • WCF • Microsoft Office • LINQ • T-SQL • ASP.NET MVC • Test Driven
Development • .NET • TFS • ASP.NET