



# Akanksha Gavankar

TA/Technical Recruiter

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## SUMMARY

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HR Professional with 4+ Years of varied experience in the areas of Sourcing, Recruitment, Staffing, Interviewing, Background checks, and Forensic data management. Excellent communicator with skills driven to deliver bottom-line through effective recruiting, strategic planning, and change management. Have a proven track record of recruiting top performers and passive candidates.

### CAREER HIGHLIGHT:-

- 1-month Internship in Sudarshan Chemicals Ltd (HR Dept- Project on Performance Appraisal)
- Certified in MS-CIT.
- Pursuing a certificate course in Tally ERP-9.
- German language A1 level completed from Goethe Institute (Max Mueller Bhavan)
- Awarded as the Star Sourcer (November 2015) in Iplace for making 5 Placements in a month.
- Innovative Sourcing Techniques: LinkedIn Recruiter, Indeed, CareerBuilder, Dice, Monster, Diversity Websites, Networking Groups, and Referrals.
- Candidate Quality Management: Proven ability to conduct in-depth technical and behavioral interviews to retain qualified candidates. Efficient resume reading and assessment expertise.
- Hired Technical Talents: Software Engineers, Developers (Windows & UNIX/Linux), .NET, Java/J2EE, SQL Server, and Oracle), Senior Systems Engineers/Architects || Senior Network, Engineers/Architects with storage systems in Hitachi. Cloud Services Professionals, Engineers, and Architects. (AWS, Google Cloud Services, Azure), Data Scientist with Functional skills like Scala, Machine Learnings.
- Hired Non-Technical Talents: Recruiters, Communication Specialists, Marketing & Sales Professionals, HR Generalist, Research & Development, Financial Analyst, Office Admin, Staffing Managers, Engineering, Manufacturing, and Designing professionals.
- Placed and worked with US Citizens, GC, Security Clearance holders.
- Expert working knowledge of foreign Nationals on various employment statuses (H1B, OPT, EAD, etc.)
- Sourcing: The variety of industries, projects with requirements can lead to different techniques. Associations Publications, Research Paper databases, Boolean (job boards, search engines), LinkedIn, Referrals, Facebook.

## EXPERIENCE

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08/2020 - Present

### Talent Acquisition Consultant (Contract)

MediaAgility

MediaAgility is a Google premium cloud partner company. They are in the business of Google Maps, Artificial Intelligence, Machine Learning, and Digital Development. Spread across locations like the US, UK, Singapore, and India.

Responsible for Sourcing and End to End Recruiting for IT & Non-IT roles.

- Hiring Technical Talents: Sales Engineer, Cloud Solution Architects, Cloud Developer, Cloud Engineer, Dialogflow Developer, APIGEE Developer, APIGEE Admin, Sr. Collaboration Engineer, and Full Stack Developer.
- Hiring Non-Technical Talents; Sales Manager, Inside Sales Representative, Field Sales Manager, and Cloud Sales Manager.
- Actively working on Active (Naukri) and Passive ways (LinkedIn, Indeed, and Google X-ray) for recruiting the right candidates for the right profile with proper usage of the ATS system(PeopleHum).
- Propose and implement on-going innovations and improvements to the recruiting process including using leading-edge methods to attract diverse talent.
- Working on APAC and USA markets.
- Building pipelines and strategies for effective hiring.

- Recruiting 'best-fit' candidates for key roles in both business and technical functions. Managing a set of open requisitions, working creatively to screen candidates, identify finalists, and successfully close offers (full life-cycle recruiting).
- Coordination with the Hiring Manager to understand the Job description
- Initiating a call and collecting the basic information from the candidates such as current salary, expected salary, notice period, etc.
- Scheduling and coordinating with hiring managers for interviews and feedbacks. Conducting HR interviews on location/web (Google meets) Releasing the offer letter of the selected candidate.

01/2019 - 04/2020

### **Talent Acquisition Executive (Layoff due to company crisis in COVID-19)**

Katerra

Katerra is a technology company optimizing every aspect of building development, design, and construction. The global team includes leaders in design, software and building engineering, manufacturing, supply chain, and construction.

Responsible for sourcing and recruiting IT, Engineering, Manufacturing, and Designing professionals for Katerra in India, USA, and Canada.

- Requirement gathering from hiring managers/Internal stakeholders and building a sourcing strategy.
- Design and execute sourcing strategies that fit dynamic and evolving business priorities.
- Utilize innovative sourcing strategies to identify talent through social media, job boards, LinkedIn, and Bullhorn ATS.
- Identify qualified candidate profiles using various sourcing techniques and portals (e.g., Boolean search, Search.io, Seekout, and ZipRecruiter).
- Lead weekly operational calls with Recruiters and discuss process updates.
- Devise a recruitment strategy, market mapping, coming-up with hiring realities, encouraging the team on branding the organization, positioning on Social Media.
- Intensively supporting/working with the team in volume hiring. Setting-up the regular calls with hiring managers and recruiters to understand their hiring plans and resolving the escalations if any.
- Support recruiting efforts by scheduling, pre-screening, and taking initial interviews of the candidates.
- Coordinating with candidates and recruiters to schedule their calls.
- Build solid relationships with leadership teams and serve as a partner before, during, and after the recruiting process.
- Manage candidate's information (e.g. resumes and contact details) in our Applicant Tracking System – Greenhouse.
- Promote our employer brand online and offline and drive a positive candidate experience.
- Communicate with past applicants regarding new job opportunities.
- Develop talent pipelines for future hiring needs.
- Craft and send recruiting emails.
- Proficient in-office tools like MS Word, Excel, and PowerPoint.
- Opening and closing requisitions on Workday.
- Attended LinkedIn seminars.

05/2017 - 12/2018

### **TA Consultant (Sourcer)**

iPlace India

- Sourcing high quality of profiles from various job boards and LinkedIn.
- Attending weekly operational calls with clients and discuss process updates.
- Ensuring client processes are implemented correctly. Checking resume quality of team members and maintaining the performance metrics dashboard for their daily submittals.
- Mentoring iPlace academy trainees and junior team members.
- Working closely with managers and team leads to deeply understand the job requirement of the role.
- Communication with the end client/recruiter for improvement of the sourcing cycle
- Making calls and finalizing the rate and skills.

- Setting up interviews for contract and full-time hires.
- Worked for Fortune 500 Large & Small Enterprises and SMB.
- Clients worked with include- Gartner, STC, Accolo, Yext, TAG, Ettain, and NPA.

09/2014 - 01/2016

### **Iplace India**

TA Consultant (Sourcer)

Iplace USA is a global recruiting company which partners globally to fill job openings in the US, UK, Canada, and Europe.

- Source recruit high-quality candidates using various Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and public and proprietary resume databases.
- Search and short-list candidates from various job sites, social networks, and directly via search engines using different search techniques such as Boolean strings and AIRS (Advanced Internet Research Skills).
- Hands-on experience with Vendor Management Systems (VMS portals) such as Fieldglass, IQ Navigator, and JobDiva.
- Hands-on experience with Applicant Tracking Systems (ATS) like Bullhorn, CATS, Sendouts, and Avature.
- Active Search: Resume search of active candidates from job boards such as Monster, CareerBuilder, Daxtra, and Hot Jobs.
- Passive Search: Search for candidates on various sites such as LinkedIn, Spoke, Jigsaw, and social networking. Using advanced AIRS techniques also identifies candidates through search engines.
- Quality check (QC) work carried out by sourcing associates and prioritizes short-listed candidates, focusing on placeable candidates matching the job description.
- Compile candidate submittal reports for each job order that includes a ranking (Hot/Warm/Okay) for each candidate and a detailed reason for the ranking.
- Interaction with the clients and detailed understanding of their various requirements to provide optimum service/recruitment solutions.
- Worked for Fortune 500 Large & Small Enterprises and SMB.
- Interaction with candidates based on the client's requirements.
- Lead weekly operational calls with clients and discuss process updates.
- Ensure client processes are implemented correctly.
- Check resume quality of team members and maintain the performance metrics dashboard for their daily submittals.
- Generated leads for the company. Worked on hourly projects.
- Setting Strategies for Associate Sourcer's according to the client.
- Ability to prepare concisely and error-free weekly reports.
- Strong learning agility, passionate in creating & implementing innovative approaches and practices in staffing.

01/2013 - 02/2014

### **Forensic Analyst**

KPMG India

KPMG is one of the Big 4 Audit / Accounting Companies in India. The firm serves leading information technology companies and has a strong presence in the financial services sector in India while serving several market leaders in other industry segments.

- FCPA compliance (Foreign Corrupt Practice Act) of UK bribery on FDI Fraud allegation.
- Project on Fraud and Bribery case in Hotel Industry.
- Internal project on Fraud for the firm and IT client.
- QPR (Quality Process Review) on forensic client's data.
- Filing of Company's sentinel, LOE, and the Financial Statement analysis of listed companies on NSE /BSE also verifying the Shareholding pattern, Promoters, and Directors of the companies.
- Verification taken on various cases and making reports for the major clients of the firm.

07/2012 - 09/2012

**Analyst**

KPMG India

KPMG is one of the Big 4 Audit / Accounting Companies in India

**EDUCATION**

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2014

**Human Resource**

Symbiosis International University - SCDL

Post Graduation Diploma in Human Resource Management

2012

**Human Resource**

Pune University

B.B.A

**CERTIFICATES**

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05/2014 - Present

**A1- German Language**

04/2007 - Present

**MS-CIT**

**SKILLS**

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Recruitment

Applicant Tracking System

Sourcing

Research

IT & Non-IT

Boolean Search

Active & Passive Sourcing

Talent Acquisition

Workday

**LANGUAGES**

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English

Fluent

Marathi

Native

Hindi

Fluent

German

Basic