Neha Dara

Talent Advisor / Recruiter

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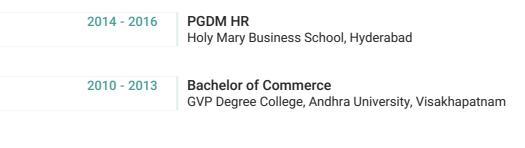
📞 +91 8985921712

📍 Bangalore

PROFILE

A passionate & savvy Talent Acquisition professional with experience in working with large scale eCommerce and telecom giants, aiming to develop amazing teams.There's nothing like successfully recruiting a professional and watching him/her develop a billion dollar product, knowing my efforts impact the bottom line keeps me going every day.

EMPLOYMENT HISTORY

2018 December - Present

Talent Advisor
Randstad Sourceright, Bangalore

Part of building Machine Learning team for Ericsson R&D - GAIA, Bangalore & Chennai. Owned the hiring function specially for Platform Team within the BU.

Handled entire recruitment process, which included Sourcing, candidate management, stakeholder management, posting Jobs on external websites, Referrals and weekly reporting.

- Efficiently driving the full-life cycle recruitment.
- Creating talent pipeline using various job boards.
- Sourcing active and passive candidates using conventional and unconventional methodologies including various searches like Keyword, Boolean, X-raying.
- Planning and managing end to end hiring events.
- Working closely with hiring managers to understand their product and the requirements of the role & presenting market data to help them make effective decisions.
- Engaging the candidates by sharing relevant and useful information not only to generate high interest for the role but also to build a strong network.
- Providing a good candidate and interview experience while ensuring a reduced TTH.
- Rolling out offer, post offer engagement and ensuring smooth on-boarding.
- Maintaining hiring trackers for reporting & analytics which included current status of the candidates, offer and on-boarding data etc.,
- Working on root cause analysis of escalations and process related issues to bring in best practices.

Hired for technology roles which included Machine Learning, Python, Golang, Java, Hadoop, Scala, Big Data technologies, Software developers & Devops.

2017 February - 2018 November

Consultant
Wenger And Watson Inc, Bangalore

Deployed at Philips , Flipkart & Athena Health during this tenure.

- Created Talent pipeline using Naukri & LinkedIn.
- Created personalized templates to improve the reply rates of candidates.
- Proactive end- to- end delivery of an efficient candidate care process to support the recruitment team.
- On time interview scheduling and coordination across multiple locations, line of business and time zones.
- Managing and storing all the documents pertaining to interviews appropriately.
- Post offer engagement.
- Ensuring smooth on-boarding.

Sourced and mapped candidates for software engineering roles across levels, primarily focused on Java technologies.

2016 June - 2016 August	**Recruitment Coordinator** Allegis Global Solutions, Hyderabad

Worked as a TA Coordinator at CA Technologies, Hyderabad (Deployed through Allegis Global Solutions).

• Responsible for managing the flow of candidates thorough the recruitment process, from scheduling (In person/video call/telephonic/teleconference/VC room) & coordinating interviews to bringing new employees onboard. Blocking business calendars and interview rooms/VC Rooms for the same.
• Conducting tests, screening and preliminary interviewing of potential employees also arranging travel for job candidates and act as a liaison between the company and the candidate.
• Communicating the feedback,collecting the required documents from candidates and sending out to concerned team.
• Handling the back check of the candidate once selected in the interview.
• Releasing offer letter.
• Post-hire engagement of the candidates until onboarding like luncheon activity, POCE calls, welcome kits etc.

2015 June - 2015 August	**Intern** Deloitte, Hyderabad

Intern, Compensation & Benefits

• Handling Compensation related activities for US/USI Clients.
• Cross Checking the client Reports with CPT tool.
• Manually Data Entry & Auto Allocation with Good Accuracy.
• Weekly once having Team support discussion With Respective Client.
• Achieved Targets with Quality Work as per Client Requirement.

EDUCATION

2014 - 2016	**PGDM HR** Holy Mary Business School, Hyderabad

2010 - 2013	**Bachelor of Commerce** GVP Degree College, Andhra University, Visakhapatnam

SKILLS

Talent Pipelining/Recruiting	Sourcing	Market Mapping
Candidate Management	Stakeholder Mangement	Negotiation

LANGUAGES

English

Telugu

Hindi